

# Artists in Schools Grant Program 2012 Grant Application

## **Funding for in-school arts projects**

This grant is for schools based in Albany, Schenectady, Rensselaer, Schoharie, Fulton, and Montgomery counties.

## **Overview**

The Artists in Schools Grant Program is a local arts in education funding program that is administered by The Arts Center of the Capital Region. This program is funded and supported by the Local Capacity Building Initiative of the Arts Education Program at the New York State Council on the Arts (NYSCA), a state agency.

This initiative is a statewide effort to provide local support for widespread participation in arts in education. The Arts Center was invited by NYSCA to award grants in support of partnerships between schools and teaching artists or cultural organizations that focus on the integration of arts and non-arts subjects.

The applicants for this program will be a school and either an individual teaching artist or a cultural organization. Eligible projects will involve a direct collaboration between at least one classroom teacher and one teaching artist.

Local Capacity Building programs generally support projects that are small and represent first-time or new forays into arts in education on the part of the school applicants

## **Grant Description**

This is a competitive process. Applicants may request up to \$2,500 of funding.

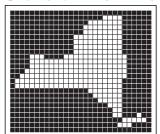
## **Deadline**

Applications are due Thursday, December 15th, 2011 at 5PM. This is not a postmark deadline! Applications received after the deadline will not be considered. Electronic and faxed applications will not be accepted. Incomplete/incorrect applications will not be returned for revision and will be submitted to the panel as is. Please plan ahead.

## **For more information and technical assistance**

Visit [www.artscneteronline.org](http://www.artscneteronline.org) or contact Lauren Hittinger at (518) 273-0552 ex 229 or [lauren@artscenteronline.org](mailto:lauren@artscenteronline.org).

State of the Arts



NYSCA



THE ARTS CENTER  
OF THE CAPITAL REGION

*The Artists in Schools Grant Program is funded by the New York State Council on the Arts in collaboration with The Arts Center of the Capital Region.*

## A. THE APPLICATION PROCESS

1. Review the application and supporting materials.
2. Attend a free grant application workshop  
*Attendance at workshop is highly recommended to understand the grant application and funding process. If you cannot attend a workshop, please contact Lauren Hittinger at [lauren@artscenteronline.org](mailto:lauren@artscenteronline.org) or (518) 273-0552 ex 229 to discuss your application.*
3. Convene your planning team and begin to design your partnership  
Keep a constant eye on the eligibility requirements. Create and budget as you write the narrative.
4. Complete the proposal cover pages and answer the narrative questions provided. You must use the budget form included.
5. Complete the checklist provided in the application form
6. Sign the application
7. Make six copies of the original completed, signed and collated application (all pages starting with the cover page), for a total of 7 copies.
8. Submit your application by Thursday December 15th, 2011 at 5PM  
This is not a postmark deadline!  
Mail or deliver your application to:  
Artists in Schools Grant Program  
Attn: Lauren Hittinger  
The Arts Center of the Capital Region  
265 River Street, Troy NY 12180
9. The panel will review applications in early January; applicants are notified by the end on January.
10. Projects must take place between January and June 2012. Final reports are due June 30, 2012.

## B. APPLICATION SEMINARS

Application workshops are offered to provide detailed information on the LCB grant, narrative questions and budget. These sessions are not required, but if you plan on attending please RSVP to Lauren Hittinger at [lauren@artscenteronline.org](mailto:lauren@artscenteronline.org) or (518) 273-0552 ex 229.

Date	Time	Location	Address
Thursday, October 27th	4:00-5:00 PM	Capital Region BOCES	900 Watervliet-Shaker Road, Albany NY
Thursday, November 3rd	4:00-5:00 PM	The Arts Center of the Capital Region	265 River Street, Troy NY
Thursday, November 10th	4:00-5:00 PM	Gloversville Public Library	58 East Fulton Street, Gloversville NY

If you would like to discuss the grant and are unable to attend an application workshop, please contact Lauren Hittinger at [lauren@artscenteronline.org](mailto:lauren@artscenteronline.org) or (518) 273-0552 ex229.

## C. ELIGIBILITY

Partnerships between schools and community-based teaching artists or cultural organizations are eligible. Schools may be public, private, parochial, or charter. BOCES-related schools are also eligible. Schools must be based in Albany, Schenectady, Rensselaer, Schoharie, Fulton and Montgomery counties\*. This program serves grades pre-K through 12.

Projects are eligible if they take place during the regular school day; involve at least three contact sessions between the same teacher, teaching artist and full class of students; activities and outcomes will be collaboratively designed, planned, taught, and evaluated by the participating teacher(s), teaching artist(s), and other school and community members; they address the New York State Learning Standards for both the arts and the non-arts subjects in an integrated fashion.

\* The LCB Grant Program is available in every New York State County. To see a list of administering organizations by county, please visit <http://www.nysaae.org/schoolartsgrants.htm>.

### **This grant program can fund:**

- School expenses for the project, e.g., substitute teachers, buses, teacher after-contract time for planning and/or evaluation, professional development activities, and materials/supplies.
- Artist and/or cultural organization expenses for the projects, e.g., administrative personnel, artist fees, materials/supplies, and travel.

**This grant program can not fund:**

- Home schools.
- Stand alone assembly programs, single performances, or one-time visits to cultural institutions.
- Projects which appear to replace the services of certified art, music, dance or theatre teachers.
- Projects that focus on non-integrated, sequential arts education.
- Projects that do not include an assessment component.
- Programs for which selected students are taken out of regular classes, or are self-selected for participation.
- Extracurricular activities that take place after the school day, during the summer, or during non-school hours.
- College-level courses, scholarships, contests, or student performing groups.

**It is recommended that:**

- Artists used are residents of New York State.
- Contact sessions are separated by enough time for reflection and refining.
- The school's certified art, music, dance, and/or theater teachers participate in the project with the non-arts teacher(s).
- Projects have a multi-year scope and a plan for future expansion within the school.
- Projects include collaboratively planned and implemented professional development activities that support the ability of teacher(s) & teaching artist(s) to implement programs.
- School contributions to the expenses of the project are comprised of a higher percentage of cash than in-kind donations.

**D. REVIEW PROCESS**

After the grant coordinator reviews each application for eligibility, completeness and accuracy, the Grant Review Panel, comprised of representatives from various disciplines (i.e. educators, visual arts, media, music, theater, etc.; teaching artists; arts grants administrators, arts organization members and community representatives) will review applications and recommend funding levels for approval by The arts Center Board of Directors, based on the criteria outlined above and local funding priorities.

**Appeals Process**

For those applicants that believe an appeal is in order after having been informed of local regrant decisions, an appeals process has been established to provide an avenue to review the fairness of this decision making process. Organizations may appeal a decision within a set time period (10-14 days after the postmarked date on the denial letter).

The following are the three grounds for an appeal:

- Non-presentation of information: Information known to you or the panelists prior to the panel's decision which was not presented and which might have altered the decision.
- Mis-representation of information: Information known to you or panelists prior to the panel's decision which was distorted in its presentation and which, if presented differently, might have altered their decision.
- Improper procedure: Contention by the applicant that the decision by the panel, given the information available to it and its discretionary authority, was arbitrary or inconsistent.

**Panel Evaluation Criteria**

Did the applicant:

- Thoroughly describe the project and the roles of those involved?
- Design an AIE project that integrates art and non-art curricular areas together, and addresses multiple New York State Learning Standards?
- Describe how the residency will accommodate students with special needs, outlining instruction modifications?
- Identify the learning goals for the project?
- Describe the assessment plan for the project?
- Include details on past funding for this project?
- Form a Planning Committee and provide their names and affiliations?
- Include credentials and previous experience on those teaching artists involved in the project?
- Provide a thorough timeline of the project activities?
- Describe how parents, school, and community members will be made aware of, and/or participate in the project?

# Application and Instructions | Deadline: 12|15|11 5PM

## Narrative Questions

Please limit your responses to 3 pages.

1. Please describe your 2012 project.
2. Is there a need, opportunity, or challenge you are trying to address in your school? Please Describe.
3. Provide a timeline of the project activities.
  - a. Include planning meetings, artist contact sessions, sessions where teachers will work with students before or between teaching artist sessions, reflection meetings, etc.
  - b. If professional development will be a project component, please include these sessions in the timeline and describe the proposed activities.
4. What are the shared educational and artistic goals and expected student outcomes for this project? What will the students learn? Describe and give an example of the evaluation tools you will use to assess student learning.
5. List the arts and non-arts curricular areas in which your program will focus (Visual Arts, Social Studies, and Science, etc.)
6. List the New York State Learning Standards addressed in the arts and non-arts areas.
7. Please describe how you will modify the residency/instruction to accommodate and include those students with special needs.
8. List the planning committee members, their positions and affiliations, and describe their roles for the project.
9. Describe the credentials and previous experience of the teaching artist/s who will be involved in the project. In addition, if certified art, music, dance, and/or theater teachers will participate in the project, describe their role.
10. Describe how parents, school, and community members will be made aware of or be included in the project.

## If you have been funded in the past for this project, please also answer:

11. How does this year's project connect with projects from previous years?
12. Will you be working with the same core group of students? If so, what did the students learn last year, what would you like them to learn this year? Describe your plans for building on the knowledge the students learned during last year's LCB grant project.
13. Will the same core group of teachers and teaching artists be working together? If so, please briefly describe your past collaborative teaching experiences. If the core group of teachers has changed, explain why.
14. Please describe your LCB Arts in Education funding history.

## Budget Instructions

Applicants are eligible for funding up to \$2,500. Applicants must show that for every dollar they request from the grant program, they have secured an amount in (a combination of cash and in-kind resources) equal to 50% of the grant request.

Applicants must match requested funds with cash equal to at least 10% of the grant request. The remainder of the match may consist of in-kind resources

### EXAMPLE:

If a partnership requests \$2,500 from the grant program, it must show that it will secure elsewhere, at least \$1,250 (50% of grant request) in 4

a combination of cash and in-kind resources. In this example, the school would have to show that it is contributing at least \$250 (10%) of the match in cash, and the remaining \$1000 value (40%) of in-kind resources supporting the project.

- Section A: Income from cash

Please Note: Generally the school partner contributes some income toward the expenses of the project. The more your school is able to contribute, the higher the proposal may score during panel review. However, if the partnership is unable to garner any financial support for this project, please explain why and describe specific efforts to find sources of income.

- School district titled funds applied to the project to serve eligible students.
- PTA/PTO funds used to support the project
- Proceeds from fundraising events which support the project directly
- Educational foundation funds that may be available to teachers or the district used for your project
- Cash donations from local businesses to support the project
- BOCES Arts in Education Funds allocated to your project
- Funds contributed and/or raised by the partnering cultural organization/s.
- Any grant source other than the New York State Council on the Arts (NYSCA) which commits funds to this project

Cash income may also come from areas your district has already budgeted funds. For example:

- School district substitute-teacher funds used to release teachers from the classroom to participate in project activities
- School district funds used for the purchase of materials/supplies or equipment to support the project.
- School district busing funds applied to the project. (This item applies only to projects which incorporate a field trip directly relevant to the residency).

- Section B: Income from in-kind resources.

In-kind refers to resources and that your project receives that are not cash; for instance, materials and supplies that might be donated to your project by local businesses. (items or services that would otherwise have cost money)

- Section C: The school's expenses.

- Section D: The artist's or cultural organization's expenses.

# Artists in Schools | 2012 Grant Program

## Application Cover Page

**Name of Project:** \_\_\_\_\_

Proposed Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_

Grade level of core group:  Elementary  Middle School  High School  Other: \_\_\_\_\_

Project Discipline(s): (check all that apply)

- Dance  Music  Opera  Theater  Visual Art  Design Art  
 Crafts  Photography  Media  Literature  Folk Arts  Storytelling  
 Other: \_\_\_\_\_

### Partnership Information

School Name: \_\_\_\_\_

School Principal: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School District: \_\_\_\_\_ County: \_\_\_\_\_

### School Application Project Coordinator *(all grant information will be sent to this person)*

Name: \_\_\_\_\_

Phone (work): \_\_\_\_\_ E-mail: \_\_\_\_\_

Artist(s)/ Cultural Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_

Cultural Organization Contact Person: \_\_\_\_\_

Phone (work): \_\_\_\_\_ E-mail: \_\_\_\_\_

### Grant History

Has your school received Artists in Schools (LCB) funding in the past?  Yes  No

If Yes, please list:

Year(s)	Partnering Artist/ Cultural Organization	Grant Amount (\$)

### Project Budget Summary Information *(Fill in this section after the budget is completed)*

Grant Request Total: \$ \_\_\_\_\_

Program Expenses: \$ \_\_\_\_\_

Total Cash and In-Kind Match: \$ \_\_\_\_\_

**Project Direct and Indirect Constituents Information**

Indicate the teachers, classes and students at each grade level served by this project. Direct participants are only those students who have received instruction from the teaching artists/cultural organization. Indirect participants are students and teachers/teaching artist who are impacted by the project but not directly involved in program activities (i.e, attending a performance).

Direct (core group)					Indirect				
Grade	# of classes	# of teachers	# of students	# of students w/ special needs	Grade	# of classes	# of teachers	# of students	# of students w/ special needs

**Signatures**

My signature below certifies that I/we meet all of the eligibility requirements listed in the program information, that all of the information contained in this application and its attachments is true and correct to the best of my knowledge, and that the project is NOT currently supported by, or under consideration for other funding from the New York State Council on the Arts (NYSCA).

I also agree to participate in the Artists in Schools Residency Showcase, an event celebrating 2012 Grant Projects, which will take place at The Arts Center of the Capital Region in June 2011. In preparation for the showcase I will document my school’s residency by photographing and/or videotaping my students working with the collaborating artist/s, and will either have the artwork on display, or have my students perform at the showcase.

\_\_\_\_\_  
 Superintendent or Principal (*signature*)                      Print Name                      Date

\_\_\_\_\_  
 Applicant Project Coordinator (*signature*)                      Print Name                      Date

\_\_\_\_\_  
 Artist of Cultural Organization Representative (*signature*)                      Print Name                      Date

## Application Checklist

Before submitting your application, please ensure you have included the following information:

- Completed cover sheets (Please use the included Cover sheets, pages 6 and 7)
- Narrative, no more than three pages (font size 11 or larger), with all narrative questions answered
- Completed budget form (Please use excel document). You may include a brief budget narrative if needed.
- Resumes of relevant artists and professionals that show evidence of artistic and teaching qualifications.
- Other support materials to help the panel better understand your Arts in Education programming history, needs and proposal. Please do not submit CDs or DVDs.
- Letters of support include: statement of project, roles of participants, location and length of planned residency, and statement of matching funds source(s).
- One completed original application and six copies, making a total of seven copies.