

2010 Arts & Cultural Council for Greater Rochester *Education Through the Arts* Grant Program

A program of the Arts & Cultural Council for Greater Rochester, Inc. made possible with funds from the New York State Council on the Arts for School/Arts Partnerships in Monroe County
COMPLETE GUIDELINES AND APPLICATION FOR 2010

**Grants Due:
5 p.m.
Wednesday, November 11, 2009**

● What is the *Education Through the Arts* program?

Education Through the Arts provides grant support for collaborations between schools and cultural organizations (or individual teaching artists) that focus on the creation and implementation of arts integrated units of study.

This program is administered by the Arts & Cultural Council for Greater Rochester and is funded and supported by the Arts in Education Program at the New York State Council on the Arts (NYSCA) through the Local Capacity Building Initiative

The Local Capacity Building Initiative is a statewide effort to promote widespread participation in arts in education. To that end, the Arts & Cultural Council for Greater Rochester was invited by NYSCA to participate in this effort and to administer this program.

The applicants of record 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. School arts specialists are encouraged to participate in projects as well.

Funding decisions are based on the criteria and local funding priorities as outlined in these application materials.

Grants up to \$5,000 are available for projects occurring from January to June 2010.

● Are there information meetings that I must attend that will explain the *Education Through the Arts* program?

YES, first-time applicants must either attend an Application Seminar or meet with ACCGR staff to discuss the *Education Through the Arts* program and your proposed application. These seminars provide an understanding of the grant guidelines and the mechanics of the application form. **Attendance at a seminar is mandatory for all new applicants. No exceptions will be made!** Dates, locations, and times for seminars are listed below.

While not required, it is recommended that returning applicants attend a grant application seminar as well. **All applicants must notify the Arts Council of their intention to apply.**

*****RESERVATIONS ARE REQUIRED*****

Space at some locations is limited

Please call (585) 473-4000, ex 206, or email jwatson@artsrochester.org to reserve a space at a seminar listed below or to schedule a meeting to discuss your project.

Arts & Cultural Council DEC Application Seminars:

(On average, seminars are 45 minutes in length)

- **Monday, October 5, 2009, 12:30 p.m.**
Arts & Cultural Council Offices
277 N. Goodman Street, Rochester , 14607
- **Thursday, October 8, 2009, 4:00 p.m.**
Arts & Cultural Council Offices
277 N. Goodman Street, Rochester , 14607

● When is the Application Deadline?

Applications must be received – *not postmarked* – in the Arts & Cultural Council office not later than **5 PM** on **Wednesday, November 11, 2009**. Early submissions are encouraged. *Applications received after the deadline will not be considered.* Applications **WILL NOT** be accepted late, incomplete, faxed, emailed, or on disc.

Mail or hand deliver materials to:

Arts & Cultural Council for Greater Rochester
Attention: Jennifer Watson
277 N. Goodman Street
Rochester, NY 14607

● Is there a maximum funding support?

YES. Maximum funding support to any one organization cannot exceed \$5,000. Grants are not intended to cover the complete cost of the proposed project. The average grant in 2009 was approximately \$3,000.

Your project budget must demonstrate other funding sources matched to the project. Education Through the Arts grants may fund up to 90% of your project budget.

● If my organization received an *Education Through the Arts* grant before, may I still apply?

YES. If you have received funding in the past, you are eligible to apply again. **However, prior funding does not guarantee continued support in any succeeding year.** Each application is reviewed in the context of the current program guidelines, funding priorities, and evaluative criteria. In funding repeat applicants, priority will be given to those organizations that submit project requests demonstrating growth.

● Who is eligible to apply?

Partnerships between schools and teaching artists and/or cultural organizations are eligible.

- Schools may be public, private, parochial, or charter; BOCES-related schools are eligible
- Schools must be based in Monroe County
- Cultural organizations **must** show evidence of non-profit status
- Partnerships must serve students in grades pre-kindergarten through 12
- **The primary applicant must be either the school partner OR a 501(c)(3). If funded, the primary applicant will be responsible for managing grant**

funds. The primary applicant may not be an individual artist.

● What are the project requirements?

- Activities must take place between January and June 2010
- Activities must occur during the regular school day
- Projects must involve at least three contact sessions between the same teacher, teaching artist, and group of students
- Activities and outcomes must be collaboratively designed, planned, taught, and evaluated by the participating teacher(s), teaching artist(s), and other school and community members
- Projects will address the New York State Learning Standards for both the arts and non-arts subjects

● What are the 2010 Funding Priorities?

Priority for funding will be given to the following types of projects:

- Artists are residents of New York State
- Contact sessions are separated by enough time for reflection and refinement
- The school's certified art, music, dance, and/or theater teachers participate in the project in addition to the non-arts teacher(s)
- Collaboratively designed professional development activities support the project

● What types of activities are not eligible for support?

- Home schools
- Stand-alone assembly programs, single performances, or one-time visits to cultural institutions
- Projects that appear to replace the role of certified art, music, dance, or theatre teachers
- Projects that focus on non-integrated, sequential arts education
- Extracurricular activities that take place after the school day, in the summer, or during non-school hours

- Programs for which selected students are taken out of regular classes or are self-selected for participation
- College-level courses, scholarships, contests, or student performing groups

FURTHER, applications will NOT be accepted if the:

- School is located outside of Monroe County
- Applicant is a first-time applicant and has not attended an application seminar or met with ACCGR staff to discuss their project
- Applicant submits an application using the form from prior cycles - applicants **MUST** submit their requests on the 2010 application form included with these guidelines
- Applicant does not adhere to ACCGR guidelines and policies
- Applicants did not follow reporting guidelines for previous grants
- Applicant does not include the requested supplemental materials with the application
- If the application arrives after the **Wednesday, November 11, 2009 at 5:00 PM** deadline – **NO EXCEPTIONS!**

● How are grants determined?

All applications are reviewed for eligibility, completeness, and accuracy by Arts & Cultural Council staff. As part of the evaluation process, Arts & Cultural Council staff may contact you by telephone or e-mail to clarify certain information.

A peer panel of artists, educators, and community leaders evaluates each application and recommends a level of funding based on the evaluation criteria and the funding priorities.

Upon request, panelists will be furnished with final and interim reports as well as audit information and correspondence when considering organizations/ individuals who have been funded in prior years.

Suggestions and comments regarding applicants by previous panel deliberations are also available to the panel.

The panel's recommendations are reviewed by Arts & Cultural Council Board of Directors, which has the final authority for all decisions.

● What are the evaluative criteria that the Panel will use?

The proposals are evaluated on a competitive basis by a panel of artists, educators, and other community members who are familiar with arts in education or programs for young people, including representation of geographic, and minority constituents. Criteria include:

- Clarity and appropriateness of the shared educational and artistic goals and expected student outcomes in relation to proposed project activities and grade levels served
- Degree to which the project will strengthen learning of curricula in both the arts and non-arts subjects
- Depth and authenticity of the connection between the art and non-art subjects
- Degree to which the project will support the cited N.Y. State Learning Standards in both the arts and non-arts subjects
- Degree to which the timeline allows for reflection, further investigation, and fine tuning between work sessions
- Appropriateness of professional development activities in relation to project goals and expected student outcomes (if applicable)
- Clarity, appropriateness, and feasibility of evaluation and student assessment plans
- Quality of expertise and appropriateness of proposed artists or professionals
- Appropriateness of the members of the planning and implementation team
- Appropriateness and cost-effectiveness of the proposed budget

● Is technical assistance available?

YES, technical assistance is provided at the Application Seminars. In addition ACCGR staff can work with you individually to develop and fine-tune your request.

ACCGR staff can review and comment on draft applications if the draft is received before Wednesday, November 4, 2009. This is optional and it should not be viewed as a commitment for either the applicant or ACCGR staff.

● How will I know if my project is funded?

The Arts & Cultural Council notifies all applicants by mail regarding the status of their applications after Board approval. This usually occurs by the end of December.

Grant checks are issued at an Awards Ceremony to be held in early 2010. Checks are issued only after a review of panel feedback with the ACCGR staff and receipt of the signed contract and all other requested information. *Previously funded organizations for which there have been administrative lapses and/or lack of compliance with their project contract on prior projects will receive their award in scheduled installments.*

● If I receive an Arts & Cultural Council Grant, what will my responsibilities include?

If you receive a grant you will be required to:

- Sign and adhere to the terms of a project contract
- Credit ACCGR, NYSCA and the New York State Legislature for funding on all materials according to language used in the project contract as well as including both logos on all printed material relative to your funded project. Grant awardees must use authorized language in acknowledging funding.
- Send copies of promotional and advertising material regarding the project or event to the Arts & Cultural Council **at least one month prior to the event**
- Provide ACCGR with four complimentary tickets 4 to 6 weeks in advance of a funded event
- Attend the Awards Ceremony, Date: TBD, 2010
- File a revised budget, if request is not fully funded
- File a final report within 30 days of project completion and no later than September 30, 2010
- Provide ACCGR with an advance schedule of funded events
- **The Arts & Cultural Council must approve any changes to your project including dates, times, and places where events are to be held. Changes must be proposed as a written request.**

● Is there an Appeals Process?

The Arts & Cultural Council's Board of Directors approves grants made under the ACCGR Community Arts Grant Program. Dissatisfaction with the funding decision is not justification for an appeal. An

organization may appeal when any of the following grounds apply:

- Misrepresentation of information by staff / panelist
- Non-representation of information by staff/ panelists
- Improper procedures, including conflict of interest

Organizations not recommended for funding and wishing to appeal must initiate a formal appeal first by contacting Arts & Cultural Council grant staff. Following this conversation, a formal, written appeal must be filed with the President and CEO within five (5) business days of receiving a letter of decline. A separate Appeals Panel will meet to examine the appeal and make any recommendations.

The Arts & Cultural Council for Greater Rochester reserves the right not to expend all available grant funds.

● How do I get another copy of the *Education Through the Arts* Application Form?

Additional copies may be downloaded from the ACCGR website www.artsrochester.org. The Application PDF format will enable you to type directly onto the application and then print it out. **Handwritten applications will not be accepted.**

The budget form is available for download in Microsoft Excel Spreadsheet format. Please review the "Instructions for Completing the AER Budget Form" document for more information.

You may call the ACCGR staff at (585)473-4000, ext. 206 and request one to be mailed or e-mailed to you.

● How do I apply for an *Education Through the Arts* grant?

To apply for an *Education Through the Arts* matching grant, please provide **SEVEN (7) SETS** of the following materials:

1. Application and a narrative that responds to the questions on Page 2 (Please type all responses. Electronic applications are available at www.artsrochester.org)
2. Artist(s) resumes with evidence of artistic and teaching qualifications.
3. List of your Planning Committee; include name, title and affiliation.
4. Other support materials to help us better understand your AIE programming history, needs,

or proposal (*e.g. letters of support for the artist(s) or project, etc.*)

5. Documentation of nonprofit status for cultural organizations and private schools with **ONE** of the following:
- a) Letter from the US Treasury Department granting 501(c) 3 status of the U.S. Internal Revenue Code,
 - b) Charter issued by the Board of Regents of the State of New York under Section 216 of the Education Law,
 - c) Form BSW 189 from the Charities Registration Section of the State of New York; **or**
 - d) Certification of Incorporation under Section 402 of the Not-for-Profit Law.

Typed or computer printed applications are required. Hand written applications will not be accepted.

To obtain an electronic version of this application form download the PDF format online from the ACCGR website (www.artsrochester.org). You may also request an e-mail version by calling (585) 473-4000.

● How should I prepare my budget?

DOWNLOAD THE “AER BUDGET FORM – 2010” and “INSTRUCTIONS FOR COMPLETING THE AER BUDGET FORM” from www.artsrochester.org. Hard copies available upon request.

Project Income (Column A) is for all the ways that your organization will generate TRUE and REAL CASH (not in-kind) for the proposed project. Provide examples of how you are generating this income (i.e. 200 tickets x \$5, or silent auction proceeds, etc.).

If you are receiving \$500 or more in funds from grants or donations from any single organization/source, you must provide a letter of financial commitment (attachment F). **Do NOT show your ACCGR grant request anywhere under project income.**

Project Expenses - are broken down into 2 columns: total expense (Column B) and what you are asking the grant to pay for (Column C).

The recommended Teaching Artist rate is \$250 per day and \$150 per half-day for classroom activities. The recommended hourly rate is \$50 for planning and professional development time.

Note: *The total of column A must equal Column B. The budget form will inform you if your budget does/does not balance.*

Applicants may request up to 90% of the project budget; 10% of the project budget must come from other sources. To determine the overall percentage of the project to be paid for by the grant, take the amount

that you are requesting (Total Column C) and divide it by the Total Project Expenses (Column B). For example: ABC Organization seeks a grant of \$1000. Total Project costs are \$3,000. $\$1,000/\$3,000 = 33\%$. **The budget form will automatically calculate this for you.**

IN-KIND - List all the non-cash items and services in this section. Give an explanation of each contribution and value as it relates to your proposed project. Provide a total figure. *Do not include in-kind in the income portion of your budget.*

ALL GRANT APPLICATIONS MUST BE RECEIVED BY the Arts & Cultural Council BY 5 PM on November 11, 2009

**Questions? Please call:
(585) 473-4000, ext. 206**