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Education through the Arts Matching Grant Program 2008/2009

The **Education through the Arts** matching grant program is a local Arts in Education funding program that is administered by the Arts & Cultural Council for Greater Rochester. This program 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 provide local support for widespread participation in arts in education. To that end, the Arts & Cultural Council for Greater Rochester is invited by NYSCA to make grants in support of partnerships between schools and teaching artists or cultural organizations that focus on the integrated study of the arts and non-arts subjects. 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. Funding decisions are based on the criteria and local funding priorities as outlined in these application materials.

Matching grants up to \$5,000 are available.

Timeline

Grant Application Workshops:	Thursday, April 9, 2009 - noon Tuesday, April 14, 2009 – 4 p.m. or by appointment
Deadline for Proposals:	Thursday, May 7, 2009 – 5 p.m.
Notification of funding:	Late May, 2009
Project Dates:	August to December 2009

Grant Application Workshops

First-time applicants are **REQUIRED** to attend a grant application workshop (see times above). While not required, it is recommended that returning applicants attend a grant application workshop, as well. **Grant application workshops last about 30 min. and are held at the Arts & Cultural Council Offices, 277 N. Goodman St., Rochester** All applicants must notify the Arts Council of their intention to apply by contacting Michael Futter, Director of Development & Grant Programs, (585) 473-4000, ext. 202; mfutter@artsrochester.org.

The Arts & Cultural Council's Arts in Education programming also includes professional development workshops, networking opportunities and advocacy activities. Our web site, www.artsrochester.org, provides arts in education resources for teachers, parents, teaching artists, and cultural groups.

Who Can Apply?

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

One partner must be designated as the primary applicant.

- 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.**

Projects Are Eligible If:

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

Plus Factors

Projects may score higher if:

- 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)
- Collaborative professional development activities support the project
- The school has limited access to arts programming

The Program Does Not Fund:

- 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

How To Apply for a Grant

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

1. Application pages 1, 4, and 5 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.

How Proposals Are Evaluated

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

Applications must be submitted to by 5:00 p.m. Thursday, May 7, 2009 to:

Michael Futter, Director of Development & Grant Programs

Arts & Cultural Council for Greater Rochester

277 North Goodman Street, Rochester, New York 14607

(585) 473-4000 ext. 202; (585) 473-4051, fax

www.artsrochester.org mfutter@artsrochester.org



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**Education through the Arts
Matching Grant Program
Fall 2009 Application**

Application Page I

Project Manager (must represent primary applicant) _____

Title _____

Organization _____

Phone _____ Email _____

Address _____ Zip _____

Website: _____

Partner Contact _____

Title: _____

Organization: _____

Phone _____ Email _____

Address _____ Zip _____

Website: _____

If your project includes additional partners, please list (with contact information) on a separate sheet

Project Information

Project Name _____ \$\$ Amount Requested _____

Proposed Project Dates (beginning/ending) _____

Brief Project Description (NOT TO EXCEED 50 WORDS)

Teachers, classes, students that will be served:

Directly

Indirectly

Grade	# of Students	# of Teachers	# of Classes	Grade	# of Students	# of Teachers	# of Classes

Curriculum areas (circle PRIMARY areas of focus):

ELA, SS, MST, H/PE, LOTE, dance, music, opera, theater, visual art, design art, crafts, photography, media, literature, folk arts, other – please specify _____

I/we certify that this program is not currently supported by or under consideration for NYSCA ESP and/or Partners for Arts Education/School Arts Partnership Funding. Signatures must be included.

**Superintendent or Principal
 Signature**

**Project Manager (Primary Applicant)
 Signature**

**Partner
 Signature**

**Superintendent or Principal
 Name (Printed)**

**Project Manager (Primary Applicant)
 Name (Printed)**

**Partner
 Name (Printed)**

Instructions: Complete the requested information below. Please retype the questions before your answers and do not use a font smaller than 12 point. Questions 1, 2, 4, 5 & 6 must be completed on no more than four (4) 8 ½ x 11 pages; questions 3 & 7 and resumes may be attachments.

1. Briefly describe your project – clearly state the “big idea.” What are the shared educational and artistic goals and expected student outcomes for this project?
2. List the art and non-art curricular areas on which your project will focus. Briefly describe how students will study these subjects in an integrated fashion. **BRIEFLY** describe how the primary New York State Learning Standards in the arts and non-arts areas will be supported.
3. Provide a brief timeline of the project activities. Include planning meetings, artist contact sessions, sessions where teachers will work with students before or between teaching artist sessions, reflection meetings, etc. If professional development will be a project component, please include these sessions in the timeline and describe the proposed activities. In addition, if certified art, music, dance, and/or theater teachers will participate in the project, describe their role.
4. Describe how parents, school, and community members will be made aware of the project.
5. How will you recognize success?
 - Describe the methods you will use to evaluate the effectiveness of your planning and project implementation (e.g., final feedback sessions, interim reflection meeting(s) to discuss what's working and what isn't).
 - Describe the methods you will use to capture changes in student learning (e.g., journal writing, rubrics, portfolios, pre/post testing, checklist, etc.). Be sure to indicate the changes you hope to achieve and how you will know whether and to what extent they occurred.
 - Identify **who** will be responsible for analyzing the information and describe how the information will be used (e.g., fodder for discussion at a final reflection meeting, as a way to inform parents, school, and community members of the success of the project, etc.?).
6. Briefly describe the credentials and previous experience of the teaching artist(s) who will be involved in the project.
7. Briefly List the Planning & Implementation Team Members, their positions or affiliations and their roles in the project. **Sample:**

Name	Affiliation	Role
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

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

BUDGET REQUIREMENTS

- These grants are matching grants. Partnership applicants must show that for every dollar they request from the grant program, they have secured at least one matching dollar in income.

Example – if a partnership requests \$1,000 from the grant program, it must show that it has already secured at least \$1,000 in matching income.

- Of the matching income, the school partner must contribute an amount that equals at least 50% of the grant request. If the cultural partner is an individual teaching artist, the school will likely contribute the entire match. If the partner is a cultural organization, they may contribute up to one-half of the match in cash.

In the example above, the school would have to show that it is contributing at least \$500 of the match. If the partner is an individual teaching artist, however, the school will likely contribute the entire \$1,000 of the match. If a cultural organization is the partner, it can contribute up to \$500 of the match in cash.

- The school's matching funds may be comprised of a combination of cash and in-kind resources. However, the school must show that it is contributing at least 15% of the total grant request in cash.

Expense Examples

- Substitute teachers to cover time when teachers are at planning and professional development mtgs.
- Payments to teachers for after school work or planning time
- Materials and supplies
- Buses for field trips
- Administrative personnel at the cultural organization
- Teaching artist fees: planning, professional development, class time
- Travel reimbursement for teaching artist

Income Examples

Cash

- School district professional development funds used toward the teachers' professional development for the partnership
- School district bus funds that can be used for the partnership
- School district substitute teacher funds that can be used to release teachers from the classroom for planning and/or professional development
- School district funds used to purchase materials or equipment to support the project
- Parent-teacher organization funds or fundraising events
- Education foundation funds that may be available to teachers (school district)
- Local businesses solicited to contribute to the project
- Classroom fundraising events
- Contributed funds from the cultural organization's foundation
- Community foundations
- Earned income from the cultural organization
- State legislature contributions
- Any source other than the New York State Council on the Arts

In-Kind

Any donated contributions of time, supplies, equipment, space

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.

Budget Worksheet - Income

Income FROM SCHOOL

Cash	Source	Amount
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
	Total Cash	\$ _____

In-Kind Contributions (please list)

Good or Service	Value	
	Total In-Kind	\$ _____
	Total School Income	\$ _____

Income from CULTURAL PARTNER

Cash	Source	Amount
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
	Total Cash	\$ _____

In-Kind Contributions (please list)

Good or Service	Value	
		\$ _____
		\$ _____
	Total In-Kind	\$ _____

Total Artist/Cultural Organization Resources \$ _____

*****TOTAL PROJECT INCOME** \$ _____

Budget Worksheet - Expenses

SCHOOL EXPENSES

Type of Expense	Explanation (e.g., two subs @ \$30 ea.)	Amount
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
Total School Expenses		\$ _____

CULTURAL PARTNER EXPENSES

Type of Expense	Description	Amount
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
Total Teaching Artist/Cultural Organization Expenses		\$ _____

****TOTAL PROJECT EXPENSES \$ _____**

Grant Request

TOTAL EXPENSES minus TOTAL INCOME*** = GRANT REQUEST AMOUNT \$ _____**

(Grant request may not exceed total income)



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Education through the Arts Matching Grant Program 2008/2009 Application

Education through the Arts matching grant application checklist:

- Attend a grant application seminar or contact the Arts & Cultural Council to notify us of your intent to submit
- Convene the partnership team to develop a plan for the project
- Write the grant proposal – include:
 - Completed cover sheet with signatures
 - Responses to narrative questions - #1,2,4,5,6
 - Attachment – Budget (2 pages)
 - Attachment – Timeline
 - Attachment – Project Team
 - Attachment – Artist resume(s)
 - Documentation of cultural organization non-profit status (if applicable)
 - Seven (7) copies
- Request draft review of proposal, if desired
- Submit on time

For grant questions and clarifications or more information on the **Education through the Arts** matching grant program or other arts in education programs administered by the Arts & Cultural Council for Greater Rochester, please contact Michael Futter, Director of Development & Grant Programs, (585) 473-4000, ext. 202; mfutter@artsrochester.org. Visit the Arts & Cultural Council's website at www.artsrochester.org.

To learn more about Arts in Education, visit these websites:

www.nysca.org

www.nysaae.org

www.nyslc.org

www.espartsed.org

www.teachingartists.com

www.arts4ed.org

www.artsined.info

www.artsedge.kennedy-center.org

www.aep-arts.org

www.ed.gov

www.yarochester.org