

2012 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 FOR 2012

**Grants due:
5:00 p.m.
Thursday, November 10, 2011**

● **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 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 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 a 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 2012.

● **Information meetings**

First-time applicants are encouraged to 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.

Please call Jennifer Hale at (585) 473-4000, ex 208, or email jhale@artsrochester.org to set up a meeting.

● **When is the Application Deadline?**

Applications must be received – ***not postmarked*** – in the Arts & Cultural Council office not later than **5 PM on Thursday, November 10, 2011**. 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 Hale
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.

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. 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 2012
- Projects will address the New York State Learning Standards for both the arts and non-arts subjects
- 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

Additionally, the following components strengthen proposed 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

● How are grants determined?

As part of a highly competitive grant review process, a panel of artists, educators, and community leaders evaluates each application and recommends to the Arts & Cultural Council a level of funding based on the evaluation criteria, the funding priorities, and the amount of funding available.

Upon request, panelists will be furnished with final and interim reports as well as audit information and correspondence when considering organizations that 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.

● 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. ACCGR staff can work with you individually to answer questions related to your request, and can provide general preliminary feedback on one draft version if received no later than Thursday, November 3, 2011. Staff feedback does not represent a commitment of any kind.

● 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 approval. This usually occurs by the end of December.

Grant checks totaling half the grant amount (paid in full if grant is for less than \$1,000) are issued in early 2011. Checks are issued after a review of panel recommendations with the ACCGR staff and receipt of the signed contract and all other requested information. Final payment is issued after receipt of a final report. Interim reports may be required on a case by case basis.

● 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
- Review panel comments with ACCGR staff
- Credit the Arts & Cultural Council for Greater Rochester, the New York State Council on the Arts, 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 project activities (if applicable)
- Attend the Awards Ceremony, Date: TBD, 2012
- 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, 2012
- Provide ACCGR with an advance schedule of funded activities
- **The Arts & Cultural Council must approve any changes to your project including dates, times, and places where activities 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. 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 a copy of the *Education Through the Arts* Application Form?

Copies may be downloaded from the ACCGR website, ArtsRochester.org. The Application PDF format will enable you to type directly onto the application and then print it out.

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. 208 and request forms to be mailed or e-mailed to you.

● How should I prepare my budget?

Download the "AER Budget Form – 2012" and "Instructions For Completing the AER Budget Form" from ArtsRochester.org. Hard copies are available upon request.

Complete the first two worksheets:

- "Proposal - 2012 AER Budget" (all cash revenues/expenses)
- "Proposal - In-Kind Gifts" (all non-cash revenues/expenses).

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.

Applicants may request up to 90% of the project budget; 10% of the project budget must come from other cash sources (not in-kind). 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). The budget form will automatically calculate this for 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) COLLATED SETS** of the following materials:

1. Completed cover sheet with signatures
2. Responses to narrative questions
3. Attachment – Budget (2 pages)
4. Attachment – Timeline
5. Attachment – Planning and Implementation Team
6. Attachment – Artist(s) resume(s) with evidence of artistic and teaching qualifications
7. Other support materials to help us better understand your arts-in-education programming history, needs, or proposal (***e.g. letters of support for the artist(s) or project, etc.***)
8. 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. Handwritten applications will not be accepted.

This grant program is offered contingent on the Arts & Cultural Council for Greater Rochester's receipt of funding. The Arts & Cultural Council reserves the right to cancel the grant programs at any time.