



*promoting creativity and innovation*



## **Education through the Arts Matching Grant Program 2007/2008**

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 \$2500 are available.**

### **Timeline**

**Grant Application Workshops:**                      **Wednesday, September 26, 2007 - 4 p.m.**  
**Thursday, October 4, 2007 - noon**  
**Tuesday, October 9, 2007 – 4 p.m.**

**Deadline for Proposals:**                              **Wednesday, October 24, 2007 – 4 p.m.**

**Notification of funding:**                              **After December 1, 2007**  
**Project Dates:**    **January to June, 2008**

### **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](mailto: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](http://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.***

- 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

## **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 (note – the online application is NOT designed for fill-in answers; please fill it out by hand OR download it, cut and paste the questions into a word document, answer them and print out the document).
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.

- 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 4:00 p.m. Wednesday, October 24, 2007 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](http://www.artsrochester.org) [mfutter@artsrochester.org](mailto:mfutter@artsrochester.org)



*promoting creativity and innovation*



**Education through the Arts  
Matching Grant Program  
2007/2008 Application**

Application Page 1

**Project Coordinator's Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Partner Information**

**Artist/Cultural Organization Name** \_\_\_\_\_

Primary Contact (*for this project*) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

**School Name** \_\_\_\_\_ District \_\_\_\_\_

Primary Contact (*for this project*) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ 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*) \_\_\_\_\_

**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**

\_\_\_\_\_  
**Project Coordinator**

\_\_\_\_\_  
**Artist/Cultural Organization**

**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 \$1000 from the grant program, it must show that it has already secured at least \$1000 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 \$1000 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**

<u>Cash</u>	<u>Source</u>	<u>Amount</u>
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
	<b>Total Cash</b>	\$ _____

**In-Kind Contributions (please list)**

<u>Good or Service</u>	<u>Value</u>
_____	_____
_____	_____
	<b>Total In-Kind</b>
	\$ _____
	<b>Total School Income</b>
	\$ _____

**Income from CULTURAL PARTNER**

<u>Cash</u>	<u>Source</u>	<u>Amount</u>
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
	<b>Total Cash</b>	\$ _____

**In-Kind Contributions (please list)**

<u>Good or Service</u>	<u>Value</u>
_____	_____
_____	_____
	<b>Total In-Kind</b>
	\$ _____

**Total Artist/Cultural Organization Resources** \$ \_\_\_\_\_

**\*\*\*TOTAL PROJECT INCOME** \$ \_\_\_\_\_

**Budget Worksheet - Expenses**

**SCHOOL EXPENSES**

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

**CULTURAL PARTNER EXPENSES**

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

**\*\*TOTAL PROJECT EXPENSES \$ \_\_\_\_\_**

**Grant Request**

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

*(Grant request may not exceed total income)*



*promoting creativity and innovation*



## **Education through the Arts Matching Grant Program 2007/2008 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](mailto:mfutter@artsrochester.org). Visit the Arts & Cultural Council's website at [www.artsrochester.org](http://www.artsrochester.org).

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

[www.nysca.org](http://www.nysca.org)

[www.nysaae.org](http://www.nysaae.org)

[www.nyslc.org](http://www.nyslc.org)

[www.espartsed.org](http://www.espartsed.org)

[www.teachingartists.com](http://www.teachingartists.com)

[www.arts4ed.org](http://www.arts4ed.org)

[www.artsined.info](http://www.artsined.info)

[www.artsedge.kennedy-center.org](http://www.artsedge.kennedy-center.org)

[www.aep-arts.org](http://www.aep-arts.org)

[www.ed.gov](http://www.ed.gov)

[www.yarochester.org](http://www.yarochester.org)