



Arts In Education Grants

A program of the Dutchess County Arts Council made possible, in part, with funds from the New York State Council on the Arts



FOR DUTCHESS & ULSTER COUNTIES

Deadline: March 11, 2009 – 1 PM

What is the Arts Education Grant Program?

The Arts in Education / Local Capacity Building Grant Program is a local arts in education funding program that is administered by the Dutchess County Arts Council (DCAC). This program is funded and supported by the Local Capacity Building Initiative of the Arts in Education Program at the New York State Council on the Arts (NYSCA).

The Local Capacity Building Initiative is a statewide effort to provide local support for widespread participation in arts in education. The DCAC was 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 will be a school and either an individual teaching artist or a cultural organization. However, 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 guidelines.

When is the application deadline?

Applications must be received by **1:00 p.m., Thursday, March 11, 2010**. Applications received after that date and time will not be considered. Incomplete applications will not be considered. Applications will not be accepted by fax or E-mail. Early submission is encouraged.

When must the project take place?

Projects must take place between September 1, 2010 and June 30, 2011

What is the range of awards and when are they made?

Arts Education Grants provide funds that range from \$500 to \$4,000. These funds may cover the complete cost of the proposed project or they may be supplemented from other sources.

Who can apply?

Partnerships between schools and 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 Dutchess or Ulster County.
- Cultural organizations must show evidence of non-profit status.
- Partnerships must serve students in grades pre-kindergarten through 12.

In order to be eligible for consideration:

- Activities occur during the regular school day.
- Activities 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.
- Student learning goals address the New York State Learning Standards for both the arts and the non-arts subjects.

Plus Factors:

- Artists are local 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 in addition to the non-arts teacher(s).
- Collaboratively designed professional development activities support the project.
- The school contributes cash to the project.
- The project serves under-served populations or special needs students and may be replicated in other districts, schools or classrooms.
- Represents a first time Arts in Education initiative for a school or district;
- Breaking new ground for school and/or community.

This 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 outside the normal school day;
- Programs for which selected students are taken out of regular classes or are self-selected for participation; or
- College-level courses, scholarships, contests, or student performing groups.

Evaluative Criteria

1. Clarity and appropriateness of the shared educational and artistic goals and expected student outcomes in relation to proposed project activities and grade levels served.
2. Degree to which the project will strengthen learning of curricula in both the art and non-art subjects.
3. Depth and authenticity of the connection between the art and non-art subjects.
4. Degree to which the project will support the cited New York State Learning Standards in both the art and non-art subjects.
5. Degree to which the timeline will allow for reflection, further investigation and fine tuning between work sessions.
6. Appropriateness of professional development activities in relation to project goals and expected student outcomes (if applicable).
7. Degree to which certified art, music, dance, and/or theater teachers will participate in the project (if applicable).
8. Clarity, appropriateness, and feasibility of evaluation and student assessment plans.
9. Quality of expertise and appropriateness of proposed artists or professionals.
10. Appropriateness of the members of the planning and implementation team.
11. Appropriateness and cost-effectiveness of the proposed budget.
12. Quality of planning, availability and involvement of school personnel, and time frame.

Is application assistance available?

Yes. A list of Application Seminars scheduled in both Dutchess and Ulster Counties can be found on our website (www.artsmidhudson.org) under the 'grants' section. These seminars are free and are invaluable in terms of understanding the application process and what the panel will be looking for in reviewing your application. In addition to the application seminars, the DCAC also has technical assistance available to all applicants. This is the chance to have your application reviewed by our Program Director prior to the panel's review. This service is available, by appointment, anytime before March 8, 2010 and can be conducted by phone or in person.

Application Seminars

The schedule of application seminars can be found on the 'grants' page of our website: www.artsmidhudson.org. Attendance at an application seminar is mandatory for all NEW applicants. Classroom teachers and teaching artists are encouraged to attend together whenever possible.

If you are not able to attend any of the application seminars, please call Nico Lang at (845) 454-3222 or E-mail nlang@artsmidhudson.org to schedule an appointment.

How are grants determined?

Proposals will be evaluated by a panel of artists, educators, and other community members representing both counties who are familiar with Arts-in-Education or community-based arts projects. The panel then makes funding recommendations to the Allocations Committee of the Board of Directors, which submits the recommendations to the full Board for approval.

How will I know if my project has been funded?

All applicants will be notified in late April 2010. There is an Appeals Process in place and details about that procedure will be made available to you when your funding notification is made.



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Office Use:

*****Application Deadline: 1 pm, Thursday, March 11, 2010*****

School:		<input type="checkbox"/> 1 st time applicant
Mailing Address:		County:
City:	State:	Zip Code:
Principal:	Principal's email:	
School Phone:	District:	
Project Contact (at school):	Contact's title:	
Contact's Email:	Contact's Phone:	
Project Title:		Grant Request:
Project Start Date:	Project End Date:	Total Project Cost:

Artist/Cultural Organization:		
Mailing Address:		County:
City:	State:	Zip Code:
Phone (Day):	Web Site:	
Contact Person (if Cultural Org):	Contact's title:	
Contact Person/Artist's Email(s):		

Person Responsible for Grant Reporting:	
Phone (Day):	Email Address:

Number of Artists Participating: _____ Number of Youth Benefiting: _____ Number of Individuals Benefiting: _____

NYSCA Descriptor Codes: Please check off **EACH** of the boxes that describe the project for which you are requesting funds:

Accessibility International Presenting/Touring Technology Youth at Risk None of the above

School is the applicant for this program. Correspondence (letters, contracts and checks) should be sent to the contact info listed above.

School is NOT the applicant. Correspondence (letters, contracts and checks) should go to another contact (for use with PTOs and third party applicants). Please attach a sheet with the contact info for that organization.

CERTIFICATION AND RELEASE: The undersigned certifies that he or she: (1) has knowledge of the information presented in this Application herein; (2) has read and accepted the Guidelines of the Dutchess County Arts Council's Arts In Education Grants Program; (3) on behalf of the applicant, releases the Dutchess County Arts Council, its employees or agents with respect to damages to property or materials submitted in connection herewith; and (4) that this project is not currently supported by or under consideration for the NYSCA Empire State Partnership Program.

Signature of Principal	Date

Signature of Artist/Exec. Director of Cultural Organization	Date

NOTE: Pages 2-4 explained below must be typed using Times Roman (11 point). Margins must be ½ inch on all sides. All pages must be numbered at the top and contain the appropriate heading (Abstract & Detail Statement ♦ Goals, Outcomes and Assessments & Timeline ♦ Community Awareness, Planning and Implementation Team & Previous Funding) in bold-faced type.

Page 2 – Abstract & Detail Statement

The answers to both questions may not total more than one 8 ½" x 11 sheet of paper.

1. **Abstract** - Retype and fill in the blanks to the following statement:

(Name of school) and (name of teaching artist or cultural organization) request \$ (grant request) for (# of students) students in grades (indicate grades served) for a total of (# of contact sessions) contact sessions to (briefly describe the activity) to learn (identify the learning goal(s)).

Example: Central School and Judy Carpenter request \$2,000 for 30 students in grades 4 and 5 for a total of 6 contact sessions to carve simple wooden toys to learn the basics of design and sculpture integrating this activity with basic arithmetic function and introductory geometry.

2. **Detail Statement**

Describe what the students, teachers, and teaching artist(s) will be doing during this project. What is the topic or theme for the project? What are the art form(s) and non arts subjects that will be investigated?

Page 3 – Goals, Outcome and Assessment & Timeline

The answers to both questions may not total more than one 8 ½" x 11 sheet of paper.

3. **Goals, Outcome and Assessment**

- What do you want the students to know, understand or be able to do as a result of this project?
- List what NYS learning standards will be covered in the arts and non-arts curriculum and how they will be addressed. Standards can be found at: <http://www.emsc.nysed.gov/nysatl/standards.html>
- What are the student learning goals in both the art form and the non arts discipline?
- How will you measure the extent to which the students have met the learning goals or outcomes?

4. **Timeline**

Provide a brief timeline of the project activities. Include planning meetings, teaching artist contact sessions with students, sessions where teachers will work with students before, between and/or after sessions with teaching artist(s), culminating event, reflection sessions, evaluations, etc.

Page 4 – Community Awareness, Planning and Implementation Team, & Previous Funding

The answers to these three questions may not total more than one 8 ½" x 11 sheet of paper.

5. **Community Awareness**

Describe how parents, the entire school, and community members and local government officials will be aware of, involved in and benefit from the project.

6. **Planning and Implementation Team**

Identify the members of the Planning & Implementation Team. Include members from the school and the teaching artist(s). Include each individuals name, position, role in project, e-mail and telephone.

7. **Previous Funding**

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

Page 6 – Budget

EXPENSES (cash only)

Type of Expense	Explanation (e.g. two artists @ \$260/day x 3 sessions)	Amount
Artist Fees (suggested minimum rate 50/day or rate \$ 250/day, \$40/hour)		
Substitute Teachers:		
Materials/Supplies:		
Teacher overtime/Artist fee for planning:		
Administrative Personnel:		
Buses:		
Materials/Supplies:		
Travel:		
Other:		
Other:		

Total Expenses: \$ _____

INCOME (cash only)

Cash	Source	Amount
School:		
Parent/Teacher Organization:		
Fundraising Event(s):		
Individual Donations:		
Foundation:		
Business:		
Other:		

Total Income \$ _____

Expenses minus Income = Grant Request \$ _____
(This must be the same figure as found on page 1 of your application.)

In-Kind Contributions (non-cash).

This includes donations by teachers of unpaid after-school time, contributions of materials, space, etc.

Item	\$ Value

AIE Grant Application Check List – Include With Application

Applicant:

APPLICATION DEADLINE: THURSDAY, MARCH 11, 2010 - 1:00 P.M. SHARP!

Packets may be bound by paperclips, binder clip, staples or rubber band. Please, NO, folders, or envelopes. Use the following checklist to make sure you have enclosed all necessary materials. All items listed below must be submitted by the application deadline (**1:00 p.m., Thursday, March 11, 2010**).

10 COPIES OF THE COMPLETED APPLICATION (one of which must be the original)

Collate and staple 10 copies of your application, resumes/bios in this order: Page 1 – Cover sheet/Contact Info ♦ Page 2 - Abstract & Detail Statement ♦ Page 3 - Goals, Outcomes and Assessments & Timeline ♦ Page 4 - Community Awareness, Planning and Implementation Team & Previous Funding ♦ Page 5 – Primary Teaching Artists' Resume ♦ Page 6 – Budget ♦ Page 7 – This Checklist ♦ Page 8+ - Resume of additional artists involved in project (if applicable)

SUPPLEMENTAL MATERIALS – Submit ONE of the following

Applicants are encouraged to submit a sample of work that resulted from previous school-based projects under the direction of the cultural partner or teaching artist. Include a one-paragraph description of the work submitted.

- Visual Art/Architecture:** Include with the application up to ten (10), no less than five (5) jpg files of the artist's work that is representative of the work for which funds are requested. Burn jpgs to **ONE** standard CD. Each jpg must be numbered. Include **ONE** numbered list of the jpg files that identify the title, size and medium of the work.
- Literary:** Submit a sample(s) of artist's original writing that is representative of the work for which funds are requested. Number and label each page with artist's name and title of work. Total must not exceed eight (8) pages. Submit **SEVEN** (7) collated copies with application.
- Dance, Theater or Musical Theater:** Submit **ONE** standard DVD of work that is representative of the work for which funds are requested. You may include more than one work sample on the DVD to show contrast, however sample should not exceed five minutes. Label both box and DVD with performer/organization's name. Indicate the track and time of the DVD to be viewed. The panel will view a maximum of five minutes of the sample.
- Music:** Submit either **ONE** CD or DVD of work that is representative of the work for which funds are requested. You may include more than one work sample on the tape/DVD to show contrast, however sample should not exceed five minutes. Label both box and tape/DVD with performer/organization's name. Include a two to three sentence narrative that identifies what the panel will view. Cue the tape to the segment you wish the panel to review or indicate the track of the DVD to be viewed. The panel will view a maximum of five minutes of the sample.
- Video / Film:** Individuals applying in this category must submit **ONE** DVD of their original work preferably demonstrating different styles that is representative of the work for which funds are requested. Label both box and DVD with artist's name. Include a two to three sentence narrative that identifies what the panel will view. Indicate the track and time of the DVD to be viewed. The panel will view a maximum of five minutes the sample.

FINANCIALS (For non-school applicants ONLY) – Submit the current annual budget and proof of non-profit status. Contact Nico Lang, Program Director at 845.454.3222 if you have questions about exactly what to submit.

OPTIONAL MATERIALS:

- Other Supplemental Materials** – You may, if you wish, also include a limited number of support materials: press clippings, letters of recommendation, brochures, etc.
- Confirmation Postcard** addressed to you and pre-stamped to be mailed out in confirmation of receipt
- Self-Addressed Stamped Envelope for the Return of Supplemental Materials**
Although we take the greatest care in handling and returning work samples, the Arts Council is not responsible for any loss or damage to them. If you want the Arts Council to return work samples by mail, enclose a self-addressed envelope with sufficient postage. Otherwise, the materials will be discarded.