



Greene County Council on the Arts

Arts Education Partnership Grants

for Greene, Columbia & Schoharie Counties

Matching Funds Available for Arts Education Partnership Programs in K-12 Schools during 2013-2014

About the Program: The New York State Council on the Arts (NYSCA) has invited the Greene County Council on the Arts to administer Arts Education Grants in Columbia, Greene and Schoharie Counties for 2014 as part of its Decentralization grants program.

NYSCA's Decentralization grants program is a statewide effort to provide local support for widespread participation in community arts and arts in education initiatives. To that end, the GCCA was invited by NYSCA to make grants in support of partnerships between teaching artists or cultural organizations and schools that focus on the exploration of art and the artistic process in all disciplines.

* Additional sponsors include Stewart Shops Holiday Match.

Who Can Apply?

NEW AS OF 2013: The applicant of record for this program must be an individual teaching artist or a cultural organization that will work in collaboration with a public school. Artists from outside the county may use a nonprofit conduit in the project county to apply (see DEC Coordinator for specifics). Eligible projects will involve a direct collaboration between at least one teaching artist and at least one classroom of K-12 students in a public school in Columbia, Greene or Schoharie County. Funding decisions are based on the criteria and local funding priorities as they are outlined in these application materials. School partners may NOT apply directly for Arts Education funding.

\$ Awards typically range from \$500 to \$2,500.

Info/Application Workshops

Tues, Oct 29 - Community Library, 110 Union St, Cobleskill 6-7 PM
Wed, Nov 6 - Hudson Opera House, 327 Warren St, Hudson 6 - 7 PM
For info or assistance please contact Colette Lemmon at 943-3400 or colettegccca@hotmail.com

Application Deadline: February 8, 2014 for 2013-2014 school year programs

All applications must be typed and signed.

Submit original and 3 copies with supporting materials.

Questions?

Contact Colette
Lemmon, Greene County
Council on the Arts
(GCCA)

398 Main Street
P. O. Box 463

Catskill, NY 12414-0463

Tel: 518-943-3400

Fax: 518-943-5502

Email:

colettegccca@hotmail.com

Web: www.greenearts.org

Timeline

Application Deadline:

Hand delivered or
postmarked by -

February 8, 2014

Panel Review -

February 2014

Award Notification

following GCCA Board
approval -

February 2014.

Contracts & Payment

Contracts will be mailed
when NYSCA funds are
released. Payment to
artists will be made upon
receipt of signed contract.

Partial funding is a possibility.
In the case of non-funded
programs, applicants have the
right to appeal the decision.

Arts Education Partnership Grants

Eligibility Criteria

- Columbia, Greene or Schoharie based artists and/or non profit cultural organizations must partner with a public, charter or BOCES-related school located in Columbia, Greene or Schoharie Counties
- Partnerships must serve students in grades K through 12.
- Cultural organizations must show evidence of non-profit status.
- Artists must be over the age of 21.
- **A Letter of Commitment** from the school partner(s) to the arts organization or artist is required. The letter must outline the schools' support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each partner involved. The principal should sign this letter of agreement and it should appear on school(s) letterhead.
- Cultural organizations involved in Arts Education projects currently receiving direct NYSCA funding are not eligible for an Arts Education partnership grant in the same year.

Projects are eligible if:

- They occur during regular school hours or as part of an extended day program.
- They involve a minimum of 3 contact sessions between the same artist, teacher and "core" group of students.
- Activities and outcomes are collaboratively planned, designed, taught, and evaluated by the participating artist(s), teacher(s) and other school and community members.
- They address the New York State Learning Standards for the arts and, if applicable, the non-arts subjects.

Plus Factors:

Proposals may score higher in deliberations if:

- The school's non-arts teacher(s) participate in the project in addition to the certified art, music, dance, and/or theater teacher(s).
- Collaborative professional development activities support the project;
- The school partner contributes cash to the project.

This program does not fund:

- Projects involving home schools, private or parochial 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 theater teachers;
- 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; or
- College-level courses, scholarships, contests, or student performing groups.

Requirements for successful applicants:

- **Promotion & Credit** - Artist or cultural organization must document and publicize the project activities in and out of school crediting the GCCA and the New York State Council on the Arts and other funders (listed on the front page of these guidelines and on your contracts).
- **Scheduling** - Applicants must notify GCCA of any scheduling changes to facilitate auditing by staff or panelists.
- **Final Report** - Schools must complete a final evaluation on a form provided by GCCA - or - submit a copy of their BOCES evaluation form to GCCA. Either form must be submitted to the GCCA no later than 30 days after the completion of the project.

Supporting Materials

- Resumes of artists and/or non-profit status of cultural organization involved in the project.
- Supplementary materials may include: Videos, CDs, Letters from classroom teachers and other school groups expressing support and interest in the project.

Project Narrative – Your proposal will be evaluated on the basis of this narrative. With your school partner, please answer the following question.

Project Title & Overview: Briefly summarize your project in one to three sentences (50 words or less).

The Detail Statement: Briefly describe what the artist, students and teacher will be doing during this project.

Please answer each question below in your description.

- What is the topic or theme of the project? The broad theme that cuts across content areas.
- What is the need, opportunity or challenge you are trying to address?
- What are the art form(s) that will be investigated? If applicable, what non arts subjects are included?
- What is the time frame for the project, including the number of sessions with the teaching artist?

Goals Outcomes & Assessments (Please answer each question below.)

- What do you want the students to know, understand or be able to do as a result of this project?
- How will you evaluate student learning? What methods and tools will be used? Please be specific.
- What NYS learning standards will be covered in the arts (and, if applicable, non arts) curriculum and how will they be addressed? For information on learning standards, visit: www.emsc.nysed.gov/nysatl/standards.html.

Timeline: Provide a brief timeline of the project activities.

- Include preparatory and in-progress planning meetings, teaching artist contact sessions with students, sessions where teachers will work with students on relevant content before or between teaching artist sessions, in-class reflection sessions, evaluation sessions either in-class with students or post-residency evaluation sessions with planning team and professional development sessions.
- For each event on the timeline list the date, who was in attendance- planning team members, artist, certified teachers, core student group, administrators, etc.- and what was covered.

Community Awareness and Involvement

- Describe how parents, the school, community members and local government officials will be made aware of, involved in and benefit from the project. Examples: Facebook, organizational web site, press releases, school newsletters, letters sent home to parents. Who will be responsible for promoting the project?

Planning and Implementation Team

- Attach a list of the Planning & Implementation Team Members. Be sure to include both the school and the cultural side of the partnership. Include the following information: Name, Address, Role in Project, Position or Affiliation, E-mail, Telephone. This list can be included as an attachment.
- Briefly describe the credentials and previous experience, or provide resume(s) as an attachment, of the teaching artist(s) or cultural organization who will be involved in the project.

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.

Applications will be reviewed based on the follow criteria:

- Quality of expertise and appropriateness of artists or professionals.
- 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 support New York State Learning Standards and strengthen learning of curricula in the art and (if applicable) non-art subjects.
- Degree to which the timeline will allow for reflection, further investigation, and fine tuning between sessions.
- Appropriateness of professional development activities in relation to project goals and expected student outcomes. (If applicable)
- Degree to which certified art, music, dance, and/or theater teachers will participate in the project.
- Clarity, appropriateness and feasibility of evaluation and student assessment plans.
- Appropriateness of the members of the planning and implementation team.
- Appropriateness and cost-effectiveness of the proposed budget.

BUDGET INSTRUCTIONS

Applicants must show that for every dollar they request from the Arts Education, they have secured an amount (combination of cash and in kind resources) equal to 50% of the grant request. Budget should include costs for appropriate project evaluation and documentation. Project budgets must demonstrate additional sources of revenue. Cash can be from a cultural organization, PTA/PTO, BOCES or other supportive individual or group.

EXAMPLE: If a partnership requests \$2,000 from the grant program (as shown in the sample budget worksheet, it must show that it will secure elsewhere at least \$1,000 (50% of grant request) in a combination of cash and in-kind resources.

See below the list of income examples.

Recommended minimum artist rates: \$250 per school day or \$40 per hour.

EXAMPLES OF TYPES OF EXPENSE AND INCOME CATEGORIES COMMONLY USED IN ARTS EDUCATION PARTNERSHIPS

EXPENSE EXAMPLES:

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

INCOME EXAMPLES:

- 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 time and/or professional development.
- School district Titled funds that could be put toward the partnership to serve eligible students.
- School district funds used to purchase materials or equipment to support the project.
- Parent-teacher organization funds or fundraising events.
- Educational foundation funds that may be available to teachers (school district).
- Local businesses solicited to contribute.
- Classroom fundraising events.
- Contributed funds from the cultural organization.
- Community foundations
- Any source other than the New York State Council on the Arts.

IN KIND

- Any donated contributions of time, supplies, equipment and/or space from the school, artist, volunteers or community members.

Greene County Council on the Arts

Arts Education Partnership Grants for Greene, Columbia & Schoharie Counties

Artist/Organization Application 2013-2014

Artist/Cultural Partner Information: *Please be sure to include resumes*

Artist or Organization Name: _____

Artist/Organization Address: _____

Artist/Organization Phone: _____ email: _____

Website : _____

School Partner Information:

_____ School Building where project will take place _____ School District

_____ School Mailing Address, City, State, Zip

_____ School Phone & Contact Ext. _____ Fax _____ email

Website : _____

_____ Certified Teacher for Project _____ Title _____ Home Phone

Names/Titles of people involved in planning project: _____

Project Information:

Name/Title of Program (if applicable): _____

Proposed Project Dates (beginning & ending): _____

Curriculum Areas Supported: _____

Core Student Group Grade Level: _____ # of Students: _____ # of Teachers: _____ # of Classes: _____

of Contact Sessions between core group of students and artist: _____

Other participants Grade Level: _____ # of Students: _____ # of Teachers: _____ # of Classes: _____

TOTAL COST OF RESIDENCY: \$ _____ (total expenses from Budget Worksheet)

AMOUNT REQUESTED from GCCA Arts Education Partnership for match: _____

Signatures

Teaching Artist/Cultural Org.

School Principal

Submit this page along with Budget Worksheet, Letter of Commitment and Application Checklist. Attach Project Narrative as outlined on page 3.

Arts Education Partnerships Grant
BUDGET WORKSHEET
(See sample budget on next page)

50% Contribution Notes: (Please show how the schools and artist or organization will work to provide at least 50% of the grant request)

You may want to attach a separate page for budget explanations and the breakdown of supplies and time or in-kind income.

EXPENSES:

Type of Expense	A					B		C		D
	List each Project expense	Breakdown Details	School will pay	Cult. Org will pay	Grant will pay					
School Expenses										
Sub. Teachers										
Buses										
Teacher after school time										
Materials/Supplies										
Other										
Artist/Cultural Org Expense										
Admin. Personnel										
Artist Fees										
Materials/Supplies										
Travel										
Other										
Totals										
										↑ Grant Request

Column A minus columns B & C equals your grant request, Column D

Will you accept partial funding? How will this affect your project?

This project is not currently supported by or under consideration for NYSCA funds.

Signature of School Administrator

Arts Education Partnerships Grant
SAMPLE BUDGET WORKSHEET

EXPENSES:

Type of Expense	<u>A</u>	Breakdown Details	<u>B</u>	<u>C</u>	<u>D</u>
	List each Project expense		School will pay	Cult.Org will pay	Grant will pay
School Expenses					
Sub. Teachers	\$240	3 sub @ \$80 1 full day/2 plan sess.	\$240 in kind		
Buses	\$300	1 bus to visit Cultural organization	\$300 in kind		
Teacher after school time	\$260	In kind	\$260 in kind		
Materials/Supplies	\$140	Paper, paints & Brushes – Art budget	\$140 cash		
Other	\$60	Food for art show reception	\$60 cash		
Artist/Cultural Org Expense					
Artist Admin. Personnel	\$350	Preparation & Project development			\$350
Teaching Artist Fees	\$1200	4 contact sessions @\$250/day + 2 plan session @ \$100			\$1200
Materials/Supplies	\$240	Poster board, tissue paper, paints			\$240
Travel	\$210	70 miles x 6 days x .50/mile			\$210
Other					
Totals	\$3,000		\$1,000		\$2,000
					↑ Grant Request

*** Column A minus columns B & C equals your grant request, Column D.**
\$3,000 (Col. A) minus \$1,000 (Col. B) minus \$0 (Col. C) = \$2,000 (Col. D.)
School contribution is 50% of grant request.

Note:

You will only have something in Column C if you are working with a not-for-profit cultural organization.

Application Checklist:

Before submitting your application, please be sure you have included the following information:

- Narrative, no more than three (3) pages (font size 10 or larger) with all narrative questions answered.
- Completed budget form. You may include a brief budget narrative if needed.
- Resumes of relevant artists and professionals that show evidence of artistic and teaching qualifications. (5 page max.)
- Letter of Commitment from the school partner(s) to the arts organization or artist. The letter must outline the schools' support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each partner involved. The principal should sign this letter of agreement and it should appear on school(s) letterhead.
- Other support materials to help the panel better understand your Arts Education programming history, needs and proposal.
- One completed original application and three copies, making a total of four copies.
- Completed application checklist with original application.

Cultural organization applicants must include the following additional information:

- Proof of not-for-profit status
Place an x in ALL statuses that apply to your organization. At least one must be checked to be eligible.
 - U.S Internal Revenue Service 501(c)3
 - NYS Not for Profit Corporation (Charter from Board of Regents S.206).
 - NYS Charities Registration (Article 7A)
 - Certificate of Incorporation under S.402 of the NYS Not-for-Profit Law.
- List of Board of Directors – include names, phone numbers and officer designations.
- Unit of Local Government

For more information and/or technical assistance, contact Colette Lemmon (518) 943-3400 or colettegcca@hotmail.com.