

Arts Education Grant Guidelines

WYOMING COUNTY – 2018

Administered by:

**ARTS COUNCIL
For WYOMING COUNTY**

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Perry, New York 14530

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Sponsored by:

**NYS Council on the Arts
Decentralization Program**



Arts Education grants support the role that local cultural organizations and/or individual artists can play in engaging K-12 public school students in rich artistic learning experiences. These funds are designed to support arts education projects in K-12 public school settings. Funds are directed to cultural organizations and/or individual artists working in partnership with public schools. Projects must focus on the exploration of art and the artistic process. Inter-curricular collaboration is encouraged but not required. Projects must take place in schools and center on the development and implementation of sequential, skills-based study that incorporates one or more art forms and includes a minimum of 3 hands-on learning sessions with students. This is an artist (or cultural organization) led process. Schools may not apply directly. Programs *may not* replace arts specialists in the school.

The most productive way to create an application for this grant is to write a lesson plan with a partner teacher who will contribute his or her planning time and other personal resources to the project. Additionally, that teacher will advocate for the teaching artist at the district level and share his or her knowledge of the revised New York State Learning Standards to create the necessary evaluation tools for the project.

APPLICATION DEADLINE FRIDAY, OCTOBER 19 AT 5 PM

2017 Final Reports due January 30, 2019

Arts Education Grant Guidelines

Only artists or cultural organizations may apply in this funding category.

Eligibility: An artist must be a Wyoming County resident or be sponsored by an organization with the following:

- not-for-profit status with proof of same based on IRS 501(c)(3) status, registered with NYS Charities Registration, chartered by the NYS Board of Regents, or incorporated under Section 402 of the Not-for-Profit Law.

All applicants must submit:

A written letter of commitment from the school(s) partner 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.

FUNDING RESTRICTIONS

AE regrants should never fund more than 75% of the applicant's total project budget. Remaining project costs may be met through planned in-kind contributions, cash income, or a combination of both as demonstrated in the project budget. Project budgets should include costs for appropriate project evaluation and documentation.

GRANT AMOUNTS & LIMITS

Minimum Grant Amount: **\$500**

Maximum Grant Amount: **\$2500**

APPLICATION REQUIREMENTS

Applications must be legible.

All applications and support materials must be delivered by: **Thursday, October 20 at 5 pm**

Send to: Grant Coordinator at:

Arts Council for Wyoming County

PO Box 249

Perry, New York 14530

GRANTEE RESPONSIBILITIES

All grant recipients:

- Must file a final report by January 31, 2018.
- Are responsible for providing ACWC with copies of publications and promotional materials related to the funded project.
- Are responsible for providing ACWC **advance** schedules / announcements of funded events. Dates included in the application are not sufficient.
- Are required to credit ACWC in the following manner: **"This (event, project, program) is made possible in part with funds from New York State Council on the Arts with the support of Governor Andrew Cuomo and the New York State Legislature administered in Wyoming County by the Arts Council for Wyoming County."**
- Are required to use the ACWC Logo in all promotional material.

Art Education Grant Guidelines and Instructions

REVIEW PROCEDURES

All Arts Education Grant Applications are screened by ACWC staff for eligibility and fulfillment of application requirements. **Final responsibility for completeness of application remains with the applicant.** Applications are reviewed by an independent panel of Wyoming County residents. This group, comprised of community leaders, artists and educators, makes funding recommendations to ACWC's Board of Directors. Upon final approval by the board, the recipient enters into a contractual agreement with ACWC, with payment to follow.

Instructions

Enter the following as requested:

Project Title: The name of the project.

Legal Name of Artist or Arts Organization: Name of the artist or organization applying for the grant.

School and grade

Mailing Address: Address where the school is based and receives its mail.

Dates: be sure to contact us if you receive funding to confirm dates!

Contact days: minimum of 3 days required

Artist address, telephone, E-mail Enter all information that applies.

Teacher partner and contact info: Please include email addresses.

Sponsoring organization: If required

Fiscal Year/Year Organization Formed: Enter the month and year your fiscal year begins and ends. Enter the year that your organization was formed/incorporated.

Additional Information: US Congressional and NYS Assembly and Senatorial district numbers have been entered for you.

Proof of Not-For-Profit Status: Indicate the non-profit status of the organization applying or sponsoring an artist or group by checking the appropriate line. Documentation is also required.

Total estimated expenses and request

PAGE 2: GENERAL PROJECT INFORMATION

Project Title: The name of the project.

Facility, location - the building(s) or location(s) where event(s) will take place.

Project Start/End Dates - all projects must be completed between 01/01 & 12/31/2017.

Target Audience & Number Served – Students directly and indirectly benefitting from the project

PROJECT NARRATIVE/Work plan

Your proposal will be evaluated on the basis of this narrative, so be as thorough as possible, and be sure to include the evaluation criteria and priorities (see below). Answer the questions in the order presented (please number your corresponding responses).

ON SEPARATE PAPER, Please answer the following questions, in the order presented. Please number your responses. Please label the top of paper with organization and project title. On no more than

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two single sides of 8 ½ x 11" paper, indicate:

1. Give a concise description of the project for which funds are being requested.
2. How many people will be directly and actively involved in carrying out the project or event? What are their roles?
3. Create a work plan for the project showing the work of teacher(s), students and teaching artist , and anyone else involved with the project. The goal of the activity and how success will be evaluated.
4. Attach a rubric and project evaluation process.
5. **REPEAT PROJECTS ONLY:** Describe any changes you will make in your project this year, and the ways these changes will improve the project.

Your proposal will be evaluated on the basis of your narrative, be clear and concise. **Refer to Guidelines below when composing your work plan.**

EVALUATIVE CRITERIA

This is a competitive process. Decisions will be made based on the quality and merit of the proposed project.

1. Credentials of artist or organization for the project.
2. Student interest and benefit.
3. Level of detail in application, clearly defined objectives for each artist contact day
4. Clear evaluation process

PRIORITIES

1. Engagement of Wyoming County resident artists
2. Projects that strengthen support for arts programs in schools
3. Projects that offer opportunities for educators to develop.

PAGE 3: PROJECT BUDGET

This budget is only for the proposed project. Include a breakdown if there is a large expense that requires an explanation and there is not enough space. For example: If you have a figure of \$800 under Expenses/ Non-Personnel/ Artists, please break down the fees for each artist, if there are more than one involved.

EXPENSES:

Expenses

ANYTHING DONATED TO YOUR PROJECT SHOULD GO IN THE IN-KIND COLUMN (Application pg. 4).

Expenses/ Remaining Operating (Application pg.3): All items not entered in other categories. Supplies & Materials, Equipment Rental, and Other. Itemize these costs in your "budget notes" attachment.

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INCOME

Income: Itemize income from corporate sponsors, foundations, individual contributions, grants & other unearned income .

All applicants should show additional sources of revenue in their budgets. Ideally no more than 50 % of the cash expenses should be grant funded. Please do not include your Grant request as Income.

Grant Request: Your request equals Project Expenses minus Project Income. Minimum and maximum award amounts apply; see page 3 of these guidelines. ***Do not include In-Kind estimates in this amount.***

PAGE 4: IN-KIND COLUMN

For each "Expenses" line, calculate estimated donated goods and services in the In-Kind column. This includes all goods and services that would be project expenses if they were not donated. Services may include volunteer staff, time on a computer, free advertising, etc. Non-cash donations include office supplies, groceries for refreshments, material for costumes, etc. This total shows the panel the true cost of your project, and *should not be included in the Project Expense column of Budget pg. 3*. Break each one of these figures down, and provide explanation, on a separate "In-Kind" budget notes" page, attached to application, with additional copies as required (see checklist, application Pg. 5).

PAGE 5: CHECKLIST & CERTIFICATION

Checklist: Carefully check to make sure all required information and requested copies are included in your packet before submitting to the ACWC

Certification and Release: Must be signed and dated by the artist or officer of the organization applying or if applying on behalf of an out of county artist. This is a person who can legally obligate the applicant organization. Please be sure to read carefully before signing.

APPEALS PROCESS

Applicants have 10 days from the postmark of the notification letter to appeal a funding decision. In order to begin the appeals process, the applicant must speak with the grant coordinator.