Grants for Organizations and Schools 2012-2013

Arts Learning Grant Notification Packet

Arizona Commission on the Arts
417 West Roosevelt Street
Phoenix, AZ 85003-1326

phone 602-771-6501
fax 602-256-0282
email info@azarts.gov
website www.azarts.gov

Arizona Commission on the Arts

Arts Learning Grant Notification Packet

A Memo from the Arts Learning Staff

Congratulations on receiving this grant award from the Arizona Commission on the Arts. We look forward to working with you as your project takes place over the next year. Please stay in touch throughout the process, and keep us posted on when your project will take place and the date of your final event. We always appreciate advance notice of your events, as we will make every effort to attend.

If you have any questions or concerns at any time, please don't hesitate to contact us.

Alex Nelson, Director of Arts Learning 602-771-6521 anelson@azarts.gov

- **Social Service/Community Organizations:** grants paperwork, contracts, payment questions, significant changes to your project and final reports
- Partnerships between school age/social service organizations & arts organizations
- Teaching Artist Roster
- General information

Patrick Fanning, Arts Learning Coordinator 602-771-6529 pfanning@azarts.gov

- **Schools/School Districts:** grants paperwork, contracts, payment questions, significant changes to your project and final reports
- General information
- Poetry Out Loud

Congratulations again on your hard work. We look forward to seeing, hearing about and reading about your project. We would also like to encourage you to visit our website often for the latest information.
http://azarts.gov/artslearning

Good luck and enjoy!

This document is available in alternative formats by contacting the Arts Commission at (602) 771-6501.

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Logistics

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Project Cheat Sheet

Use this sheet for important information pertaining to your grant. This sheet will be useful to refer to throughout your project. The cheat sheet will also come in handy when sharing the information with members of your organization/school involved in the project.

Grant #_____

EGOR Information

EGOR Web Address: http://www.culturegrants-az.org

EGOR User Name: _____

EGOR Password: _____

Resident Artist/Company Contact Information

Name_____

Mailing Address_____

City_____ State_____ Zip Code_____

Email Address_____

Phone Number_____

Project Information

Proposed Dates of Project:

_____ to _____

(Send all artist contracts to the Arts Commission 45 days before the project start date)

Final Event Date:

_____

(Notify State Senators and Representatives and the Arizona Commission on the Arts 4-6 weeks in advance of this date)

Funds

ACA Grant Award:

Artist Fees _____

Travel/Per Diem _____ (if applicable)

Total ACA Grant $ _____

Matching Funds:

_____ _____

_____ _____

Matching Funds $ _____

TOTAL PROJECT BUDGET $ _____

Timeline

What to do first

- Celebrate! You made a successful application to the Arizona Commission on the Arts.
- Contact your artist/company and inform them the project was funded. Schedule a planning meeting with the artist/company and others involved in the project.
- Create a calendar/schedule for the entire project, assigning responsibilities.
- Check in with the financial/fiscal entity responsible for providing the matching funds for the artist/company services and find out about their paperwork requirements for timely payment to the artist/company.
- **Prepare documents to receive grant payment from the Arizona Commission on the Arts:**
    - Keep the beige copy of all Arts Commission documents for your files.
    - Review the Paperwork Checklist provided on the following page.
    - Mail the signed, original **Grant Award Agreement** and **Arizona State Substitute W-9** to the Arts Commission offices. **If you are a new grantee**, you will also need to register in the state's online vendor system, ProcureAZ, https://procure.az.gov/bso/.
    - With the artist/company, go over and sign a Sponsor and Artist/Company Contract or Invoice; fax or mail a copy of the contract to the Arts Commission offices.

During the project

- Schedule pre, mid-point, and post project check-ins with the artist/staff/administration to ensure success of the project.

After the project

- Complete the organization/school Final Report online through EGOR http://www.culturegrants-az.org and submit within 30 days after the project ends. **(Failure to do so may render you ineligible for future funding.)**
- Share a copy of the organization/school Final Report with the artist.

July 2012 – June 2013

2012 July	August	September
Grants to Organizations and Schools awarded	Arts Learning Grant Notification Packets mailed	
October	**November**	**December**
Signed Grant Award Agreement and Arizona State W-9 must be returned by October 22, 2012		
2013 January	**February**	**March**
Launch of Guide to Grants for the 2013 – 2014 grant cycle		Deadline to apply for upcoming year's Grants cycle (2013-2014)
April	**May**	**June**
	Grant awards must be claimed by May 20, 2012 (unclaimed awards will be cancelled)	Final Reports due 30 days after completion of project (but no later than the final deadline of September 16, 2013)

Paperwork Checklist

1. Review the Grant Notification Packet documents:

☐ read and review the **Grant Award Agreement**

☐ read and review the **General Grant Conditions** *(this does not need to be signed/returned, but must be read carefully)*

2. Mail the following to the ACA Offices no later than OCTOBER 22, 2012:

☐ original, signed **Grant Award Agreement**

☐ original, signed **Arizona State Substitute W-9**

New grantees will also need to:

☐ register in the state's online vendor system, ProcureAZ, at https://procure.az.gov/bso/

3. Fax or mail the following up to 45 days prior to the project start date:

☐ copy of **Sponsor and Artist/Company Contract or Invoice** signed by both parties

My project start date:_____ Date to submit paperwork: _____

4. Complete the online Final Report no more than 30 days after the project end date:

☐ **Organization/School Final Report** (complete online through EGOR)

My project end date:_____ Date to submit Final Report: _____

Important information:

- Your grant payment cannot be released until all actions listed under steps 2 and 3 are complete.
- All forms are to be filled out by the organization/school, **NOT THE ARTIST**.
- Your organization/school will not be eligible to receive funding for your 2012-2013 grant until you complete your 2011-2012 Final Report (if applicable). Failure to complete your 2012-2013 Final Report by **September 16, 2013** will render your organization/school ineligible for 2013-2014 grant funding.
- The Arts Commission Grant, including travel/per diem (if applicable), will be sent directly to the party indicated on the Arizona State Substitute W-9 (filled out by the organization/school, **NOT THE ARTIST**). **The organization/school is responsible for paying the artist.**

What to do if there is a change to your project

If your project is terminated:

1. Notify the Arts Commission **immediately** if any grant terms and services are terminated.

2. Provide us with a written letter on your organization/school letterhead indicating the terms of the cancellation or termination of the project.*

3. Return any unused grant funds, which are a result of project termination or shortened project length, to the Arts Commission no later than one month after termination or conclusion.

*****_If a project is terminated halfway through the project, the artist will be paid a negotiated fee for their services to date._

If there is any change in project scope or artist:

Please note: Change in scope of the project may affect the grant amount based on actual fees paid to artist and eligible travel/per diem (if applicable).

1. Notify the Arts Commission right away if any grant terms and services have changed.

2. In selecting a replacement artist(s), feel free to consult the Teaching Artist Roster. http://roster.azarts.gov

Once the new Artist has agreed to conduct your project, follow these steps:

1. Provide the Arts Commission with a letter of request. The letter should be on your organization/school letterhead and indicate why the original artist is no longer being used and why you have selected the indicated replacement artist.
2. **Change in scope of the project may reduce the grant amount based on actual fees paid to the artist and eligible per diem/supplies.** The organization/school is responsible for travel/per diem costs in the event of re-selecting an artist/company from outside the local area, unless travel/per diem funds were allocated in the original grant.
3. If the indicated replacement artist is not on the Teaching Artist Roster, the artist will need to submit supplemental materials to the Arts Commission (resume, work samples and samples of artist in residence experience) with the letter of request.
4. Arts Commission staff will review the letter of request and artist supplemental materials (if applicable). Arts Commission staff will contact you regarding approval of change.

To ensure grant payment, DO NOT move forward with any major changes to the scope or artist in your project until you have received Arts Commission approval.

Forms

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Arts Learning Project Grant

SAMPLE SPONSOR and ARTIST/COMPANY CONTRACT

This agreement, is made and entered into on _____by and between
(month, day, year)

Sponsor _____ of _____
(name of organization/school) (school district, if applicable)

and_____. The project will span _____ days,
(name of artist/company) (length)

beginning on_____and concluding on_____,
(date) (date)

unless otherwise terminated, rescheduled or extended by mutual agreement of the Artist/Company and Sponsor.

The Sponsor has received a grant from the Arizona Commission on the Arts (Arts Commission), a state agency, for the sole purpose of funding an Arts Learning Project through the Arts Commission's Education program, and by so doing obtains the services of the named Artist/Company under the terms and conditions set forth in this agreement. Both the Artist/Company and the Sponsor recognize that although the funding for this agreement is provided in part by the Arts Commission, the Arts Commission is not obligated to ensure that either the Sponsor or Artist/Company comply with the terms of this agreement or adhere to the project schedule. ***The Arts Commission must be notified of any and all changes in an Arts Learning Project by phone and in writing.***

The Sponsor and Artist/Company agree to the following:

Project Payment

The Arizona Commission on the Arts grant funds will be mailed to the Sponsor upon receipt of the required paperwork. The Sponsor will pay the combined Arts Commission honorarium, per diem funds, and Sponsor funds directly to the Artist/Company for project services.

Budget for Project:

$ _____ Sponsor Matching Funds
$ _____ Arts Commission Grant Funds (add Per Diem if awarded*)
$ _____ = Total to be paid to Artist/Company

Breakdown of Arts Commission Funds	
Artist Fees	_____
Travel/Per Diem	_____
TOTAL	_____

*If your total Arts Commission grant award included per diem for your artist, please calculate the following information:

For per diem over 70 miles round trip: Number of days _____ x $60.00 = _____

Payment Schedule and Dates

The Artist/Company will be paid in the amount(s) and on the indicated dates in a responsible manner. If payment amount(s) or dates need to be changed, Sponsor will contact Artist/Company in advance to negotiate a new payment schedule that is acceptable to both parties.

Date of first payment to Artist/Company: _____ amount $ _____
Date of second payment to Artist/Company (if applicable) _____ amount $ _____
Total Paid to Artist/Company **$_____**
(Verify first with fiscal officer, business manager, PTO Treasurer, etc)

Schedule

Sponsor and Artist/Company will create a calendar detailing the Artist/Company schedule and sessions throughout the project.

Total number of class or workshop sessions _____ Total number of staff development sessions _____
Total number of performance(s) _____ Other_____ _____

Certified Teacher Participation

Sponsor will ensure that certified teachers participate with the Artist/Company during all class times.

Supplies/Materials

Sponsor will be responsible for rental, cost, and storage of supplies/materials, as mutually agreed on for activities.

Sponsor Policies

Sponsor will discuss the policies for discipline, health, safety and any other policies unique to the site with the Artist/Company.

Liability

The sponsor agrees to take responsibility for any liability resulting from the acts and omissions of its officers, agents and employees acting within the scope and course of their official duties.

Tax Information

Sponsor will provide the Artist/Company, at calendar year end, I.R.S. Form 1099-Misc. (Non-Employee Compensation) listing total amount paid in that calendar year. Artist/Company will be responsible for taxes. Travel/per diem expenses need to be "backed out" if the amount includes those expenses, in addition to income for services.

Resolution of Disputes

Sponsor or Artist/Company will inform the Arts Commission immediately, if for any reason this agreement's terms and services need to be changed and detail the nature of the change. Artist/Company and Sponsor agree to commit to resolve the concern themselves and/or agree to participate in a mediation process to resolve the concern equitably. If the contract is terminated, Artist/Company will submit an invoice of the services and amounts owed and payable to Artist/Company by Sponsor prior to the termination date.

Copyright Use of Individual's Likeness or Voice in an Artistic Work

Sponsor acknowledges that any physical work product generated by the Artist/Company and sound or visual recordings of Artist/Company's presentations during the course of the project, are the sole and exclusive property of the Artist/Company. The Sponsor waives any and all claim of whatever kind and character including any claim of patent, copyright, or other legal interest in and to such property that is designated as the Artist/Company's own work. Further, the Sponsor agrees that if the likeness of any individual's person or voice is to be a part of any artistic production developed in conjunction with this project, both the Artist/Company and Sponsor will ensure that the individual has signed a release authorizing use of his/her likeness or voice, and both parties hereby agree to provide the Arizona Commission on the Arts with a copy of the release authorization if requested.

Governance

Sponsor and Artist/Company agree that this agreement shall be governed by and interpreted in accordance with the laws of the State of AZ.

Indemnification

Both parties hereby agree to indemnify and hold the Arts Commission harmless for, from and against any and all claims, demands, suits, liabilities, judgments and expenses (including, without limitation, attorneys' fees and other costs of litigation) arising out of, or relating to injury, disease, death of persons, or damage to, or loss of, property resulting from or in connection with the parties' fulfilling their respective obligations under this agreement.

Credit

Sponsor and/or Artist/Company will credit the Arizona Commission on the Arts, State Legislature, and National Endowment for the Arts in association with all project activities and will acknowledge support of this project in written and verbal material.

Sponsor:	**Artist/Company:**
_____	_____
Signature of Authorizing Official	Signature of Artist/Company
_____	_____
Name of Authorizing Official (print)	Name of Artist/Company (print)
_____	_____
Title of Authorizing Official	Social Security/Federal Tax ID Number
_____	_____
Date	Date
_____	_____
Phone/Fax/E-Mail	Phone/Fax/E-Mail

Arizona Commission on the Arts

Arts Learning Project Grant

POLICY FOR ARTISTS IN RESIDENCE SELLING WORK IN SCHOOLS

Policy for Artists in Residence Selling Work in Schools

Artists working in schools under project contracts that are funded in part by the Arizona Commission on the Arts may offer artwork or educational materials for sale to students or parents in accordance with the following guidelines:

- The artist must request and receive permission in writing from the school principal or other appropriate authorizing official before any items are offered for sale to students or parents. This agreement should include an outline of where and when the items will be sold as well as a brief description of the items to be sold. A sample format for such an agreement is provided for your convenience. A copy must be sent to the Arizona Commission on the Arts for inclusion in the project file.

- ACA considers the contact time that artists spend with students during a project to be a key component of the learning process. Therefore, time should not be taken away from project activities to promote or facilitate sales. Final events or presentations would be a more appropriate opportunity to present items for sale.

- The artist must comply with all school and/or government regulations regarding the sale of items to parents and students.

AGREEMENT FOR ARTIST(S) IN RESIDENCE SELLING WORK IN SCHOOLS

To: _____
(School Principal or other Authorizing Official)

From: _____
(Name of Artist or Company)

Date: _____

Subject: Artwork Offered for Sale

I will be working as a resident artist in your school from _____ to _____, and would like to request permission to offer selections of my work for sale to students and parents on the following dates at the specified locations:

_____

_____

Items that will be offered for sale include (provide a brief description of each item and the price or attach an itemized sheet):

_____

_____

With your permission, I will set up a small display and sell the above listed items on the dates specified. Please let me know if there are any rules in your school or district that I will need to follow when selling products to students.

Thank you in advance for your consideration.

_____ _____
(Artist Signature) (Artist Name Printed)

Permission Granted: _____ Date: _____
(Signed by Authorizing Official)

Please forward a copy of this signed agreement to the Arizona Commission on the Arts:

417 W. Roosevelt,
Phoenix, AZ 85003-1326

Fax: 602-256-0282

Tools

Tips on Using EGOR (Electronic Grants Online Resource)

LOGGING IN TO YOUR ACCOUNT:

1. Go to the EGOR website: http://www.culturegrants-az.org
2. Enter the *username* and *password* used when you created your application*
3. Login
4. Select "Manage Your Current Application" in the navigation bar on the left hand side

***If you do not know your username and password, check your Grant Award Agreement or contact the EGOR Help Desk at egorhelpdesk@azarts.gov or 602-771-6528.**

CHECKING THE STATUS OF PAPERWORK:

1. Follow steps 1-4 under LOGGING IN TO YOUR ACCOUNT.
2. Paperwork Status is shown in the left column. A checked box indicates that the Arts Commission has received that document. The date received is shown on the right.

Arts Learning Projects Application Number: 13XXXX **Paperwork Status:** ☒ Grant Award Agreement – 9-1-2012 ☐ Current W-9 – 9-1-2012 ☐ Artist/Consultant Contract(s)	Funding Awarded $1,000 Actual Grant Amount Paid $0	View My Panel Comments Complete Final Report	View PDF

COMPLETING YOUR FINAL REPORT:

1. Follow steps 1-4 under LOGGING IN TO YOUR ACCOUNT.
2. Click on "Complete Final Report" located in the third column.

Arts Learning Projects Application Number: 13XXXX **Paperwork Status:** ☒ Grant Award Agreement – 9-1-2012 ☒ Current W-9 – 9-1-2012 ☒ Artist/Consultant Contract(s) – 12-1-2012	Funding Awarded $1,000 Actual Grant Amount Paid $1,000 **Full Grant Paid** **Jan 15, 2013**	View My Panel Comments Complete Final Report	View PDF

Things to remember when completing your Final Report:

- You can complete your report in stages. Enter the participation and narrative data shortly after the project is over, when the information is fresh in your mind. Final figures and budget information can be entered at a later time.
- **Be sure to save frequently and click the submit button once you are finished**. You will receive a confirmation email once the Arts Commission has received your Final Report. Please keep a copy of this email for your records.
- Once you have submitted your Final Report you will no longer have access to make changes. Print your Final Report in PDF form.
- **Arts Commission staff will contact you if there are any questions in regards to your Final Report.**

UPDATING YOUR PROFILE:

1. Follow steps 1-4 under LOGGING INTO YOUR ACCOUNT.
2. Click on "Update Profile" located in the left navigation bar.
3. Click "Finish" on the last page to ensure your updated information is saved.

The Arts Commission uses the email and mailing addresses you provide in EGOR to send you important and time sensitive information about your grant. If there is ANY change to your staff, mailing address, phone, email or website, IMMEDIATELY login to EGOR and update this information.

Tips on Building Public Value

We don't need to tell you how important arts learning and education is, but we do need your help telling others. That's why we've included this list of tips for promoting your project and the arts. We encourage you to spread the word about the power of arts learning and how this experience has played an important role in your school, district, community or organization.

At Your Organization/School	In Your Community	In the Media
• **Invite school board members** to attend final events, workshop sessions, etc. • **Write an article for your organization/school newsletter** about the Arts Commission's and National Endowment for the Art's roles in this program and the difference that public funding makes to the people served by your organization or project. • **Hang a** "Thank you Arizona Commission on the Arts" **banner** in your lobby or entranceway. • Take a long piece of butcher paper, write a **Statement of Belief** at the top and encourage visitors to your final event or project activities to sign. **Send the scroll to your elected official along with a thank you letter after the project.** **A sample statement might include:** *"Our school community at [insert name of school/district] believes that every student in Arizona should have an education in the arts—dance, music, theatre and the visual arts".*	• Look into opportunities to **exhibit children's artwork** at banks, libraries, city hall, airports and other public places. • **Hold an awards ceremony** to honor students, arts educators, civic leaders, administrators and/or elected officials that have been supportive of arts education. **Invite an elected official to make a presentation and present awards to honorees**. • **Host a community final event**, inviting neighbors, local business and parents to celebrate your project.	• **Arrange for an article in your local newspaper** about the Arts Commission-funded programs in your organization. • Invite your school paper to **assign a student journalist and photographer to cover your event** and write an article about the event and the importance of the arts from a student's perspective. • **Post updates and information** about your project **on your organization/school website**. • **Use free web-based tools** like Shutterfly, Glogster, or YouTube to create digital photo albums, posters, or videos to **promote your project and events.** http://www.shutterfly.com/ http://www.glogster.com/edu/ http://www.youtube.com/

We also encourage you to **join Arizona Citizens for the Arts** (AzCA). AzCA generates discussion and builds awareness of the importance and impact of the arts in achieving quality of life, educational excellence and economic health for all Arizonans and Arizona enterprises. Find more information at: www.azcitizensforthearts.org

For additional resources in promotion and audience engagement tools, refer to the Arts Commission's publication, ***Building Public Value for the Arts in Arizona***, available at: http://www.azarts.gov/news-resources/agency-publications/

Contacting Your Arizona State Senator or Representative

Here are a few suggestions for ways that you can help inform your elected officials about the importance of public funding for arts learning in your community.

- Have students make posters or write letters to the State Legislators identified below, thanking them for their support of the Arts Commission and public funding of the arts.
- Invite your State Senator or Representative to announce your grant award at an event or performance and speak to the audience. Mail your invitation letter 4-6 weeks in advance of your event to request their visit. Coordinate this with Arizona Citizens for the Arts, 602-253-6535. http://www.azcitizensforthearts.org/
- Thank your State Senator or Representative for their continued funding to the Arizona Commission on the Arts as these funds allow continued funding for Arts Learning Project Grants in the schools and communities.
- Use the Arts Commission's publication, *Building Public Value for the Arts in Arizona,* for sample invitation and thank you letters. http://www.azarts.gov/news-resources/agency-publications/

Your Congressional District and Elected Officials

Fill in the following information:

Congressional District #_____

Your Elected Officials

Senator_____

Representative_____

Representative_____

Need help locating your State Senator or Representative?

Visit the Arizona Citizens for the Arts website; select the "Legislature" tab; type in your zip code to locate your State Senator or Representative.
http://azcitizensforthearts.org/legislature.html

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