Updated May 7, 2015

Grants for Organizations and Schools Fiscal Year 2016: Arts Learning Grants for Schools

Program Description

Arts Learning Grants provide matching funds for quality arts learning projects which support lifelong learning in, through and/or about the arts. Arts Learning Grant applicants apply based on their entity type: schools/school districts and community/service organizations.

Arts Learning Grants for Schools are available for schools and school districts working with teaching artists to design and deliver high-quality arts learning projects for students and/or educators, and can take place in a variety of settings and formats, including in school, afterschool, summer/inter-session and in-service.

Arts Learning Grants for Schools support a wide range of projects, including those which:

- Make the arts an essential, fundamental part of school curriculum.
- Provide more than a simple exposure to the arts and take place over a period of time with a group of identified participants.
- Provide professional development opportunities for educators and/or administrators.
- Develop partnerships among artists, arts organizations, classroom teachers, arts specialists and the community.
- Build support and visibility for the arts and arts education.
- Focus on learning in, through and/or about the arts. If Arts Integration is the focus, the arts should be as significant as the other disciplines in the project design.
- Support current arts learning programs, curriculum, and art specialists and do not supplant programs, curriculum or arts specialists.

Deadline & Grant Cycle

DEADLINE: 11:59pm, Thursday, March 19, 2015

for projects taking place between July 1, 2015 and June 30, 2016.

Primary Staff Contact

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*For questions regarding **GO!EGOR**:*

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Applicant Eligibility

An applicant must be an Arizona school or school district with tax-exempt status.

Grant Program Review Criteria & Scores

Quality Programming/Service (30%): Project provides quality programming or service in support of arts learning for identified participants.

Participant Learning (40%): Project is designed to impact participant learning in, through and/or about the arts.

Stewardship of Public Funds (30%): Project budget is complete and appropriate; project demonstrates accountability through appropriate evaluation.

Applications will receive a total score out of 100 percent.

Funding Restrictions

This program does not fund the following:

- Organizations and schools that received Arts Commission funding in Fiscal Year 2014, but failed to file a final report by Monday, September 15, 2014.
- Applications submitted by for-profit organizations.
- Applications that seek to replace the role of arts educators in schools with an artist in residence.
- Strictly field trip or performance-based activities.
- Support for teacher, staff or board member salaries.
- Funding for insurance.
- Food and beverages for any purpose.
- Fundraising projects.
- Space/costume/set rental.
- Scholarships, awards and competitions.
- Religious institution-led or religious group-sponsored projects not open to participation by non-congregants.
- Religious institution-led or religious group-sponsored projects whose primary purpose is the religious socialization of individuals or which exist as parts of religious sermons or services.
- Producing organizations to tour or present themselves.
- Indirect costs.
- Grant administration, overhead or processing fees taken by an umbrella/parent organization as a percentage of the total award, with the exception of fiscal sponsors.

This list is not comprehensive.

Additionally, according to the Arts Commission's enabling statutes, "Notwithstanding any other law, no monies from the Arizona Commission on the Arts may be spent for payment to any person or entity for use in desecrating, casting contempt on, mutilating, defacing, defiling, burning, trampling or otherwise dishonoring or causing to bring dishonor on religious objects, the flag of the United States or the flag of this state." Recipients of Arts Commission support are further instructed to "take into consideration general standards of decency and respect for the diverse beliefs and values of the American public" within funded programs.

Award Amount/Chart/Scale

The Arts Commission recommends developing a schedule that assures a quality experience for all participants. Be sure to confirm the number of artist(s)/consultant(s) services for each project day prior to submitting the grant.

Eligible Expenses

Arts Learning Grants are variable grants, based on the total artist/company/consultant fees and other eligible expenses, as outlined below:

Artist/Company/Consultant Fees

Artist/company/consultant fees **require** a cash match based on the following chart. The Arts Commission recommends a minimum compensation of $50 per hour/session; artists/consultants may set fees different than that.

Arts Learning Grant applications must include at least $1,500 in artist/company/consultant fees.
The minimum grant award is $750.

If artist/company/consultant fees or expenses are between:	You may request up to:
$ 1,500 to $4,000	50% of eligible fees/expenses
$ 4,001 to $6,000	$2,000
$6,001 to $8,000	$2,500
$8,001 to $11,000	$3,000
$11, 001 to $15,000	$3,500
$15,001 to $20,000	$4,000
$20,001 to $40,000	$4,500
$40,001 to $60,000	$5,000
$60,001 to $100,000	$5,500
Above $100,00	$5,500 + up to 5% of fees beyond $100,000

Other Eligible Expenses

The following honorariums may or may not cover the total cost for the project component, but **do not** require a match:

Travel Honorarium – maximum $1,300
If an artist/company/consultant is traveling more than 70 miles round trip to reach a project site, an applicant may request an all-inclusive Travel Honorarium of $60 per artist, per day. Request the actual cost; if greater than the maximum honorarium, show the total travel costs in your project budget.

Supply Honorarium – maximum $200
If a project includes consumable supplies to be used during the course of the project, an applicant may request the Supply Honorarium. Request the actual cost; if greater than the maximum honorarium, show the total supply costs in your project budget.

Participant Travel Honorarium – maximum $200
If a project requires participant travel for activities which align with and enhance the goals and learning objectives of the project, an applicant may request the Participant Travel Honorarium. Request the actual cost; if greater than the maximum honorarium, show the total participant travel costs in your project budget.

How to Apply

All applications must be submitted online through GO!EGOR, (http://arizona.culturegrants.org/). (GO!EGOR will open for applications during the first week of February 2015.) **Incomplete applications will be ineligible for review or funding.** The application contains the following sections: **[1] Applicant and Organization Profile, [2] Overview and Narrative Questions, [3] Budget Form, [4] Required Support Materials and [5] Supplemental Materials**

GO! EGOR

The Arizona Commission on the Arts uses an online grants application system called GO!EGOR to receive and review grant applications. This electronic grants application system allows the Arts Commission to capture and archive applicant information and allows grant review panels to review applications in consistent formats and structures.

The Arts Commission will not accept applications by means other than GO!EGOR. If applicants do not have internet access, they are advised to contact local public libraries and local arts agencies, many of which offer public internet access. If extenuating circumstances prohibit applicants from using GO!EGOR, they are advised to contact the Arts Commission **at least one month before** the application deadline to make alternative arrangements for application submission.

General Instructions for Completing an Application in GO!EGOR

Applicants are encouraged to develop responses to all application questions and information requests using word processing software and to copy and paste completed responses into the GO!EGOR application. Within the GO!EGOR system, applicants are presented with a series of questions and requests for information. Some of these questions and requests require applicants to use check boxes and drop-down selection screens and others require a narrative response.

Below are some general suggestions to help applicants navigate the GO!EGOR application process:

- For narrative responses, applicants should use upper/lower case letters (not all caps).
- Formatted text is not accepted by GO!EGOR; applicants cannot bold, italicize or underline text or change font style or size.
- Narrative responses are limited to a maximum character (not word) count. Note the maximum number of characters before developing narrative responses. Applicants will be notified if the maximum character count has been exceeded.
- For numeric amount responses, enter only whole numbers (no decimals, commas or dollar signs).
- Applicants must tab or mouse from question to question. When an applicant hits “enter,” the system will save the page.
- GO!EGOR “times out” if an applicant remains on one page for an extended period of time. To avoid losing work, save often.
- Once submitted, applicants can no longer make changes to their grant application(s).
- Again, applicants are encouraged to develop responses to all application questions and information requests (including budget information) using word processing software, wherein applicants can spell-check and monitor character count. Applicants are further encouraged to save often and, once responses are complete and edited, to copy and paste responses into the GO!EGOR application.

[1] Applicant and Organization Profile

If you are a new applicant, GO!EGOR will prompt you to create a user profile and an organization profile. If you are a returning applicant, you will log in using your existing user profile and update your existing organization profile.

Applicants to the Arts Learning Grants for Schools program are required to provide and maintain the following contact information:

- Program/Project Director – a contact who is directly responsible for management of this grant application. This contact must be an employee of the school or school district applying.
- Authorizing Official – a contact with authorizing authority who is legally able to sign contracts.

In addition, applicants are encouraged, but not required to provide a third organization contact.

[2] Overview and Narrative Questions

Compose your answers to the following narrative questions in a separate document before you begin the online application. These questions require time and editing to prepare a thoughtful and complete answer.

Overview

- **Mission statement.** This field will auto populate from the Organization Profile. (800 character maximum, including spaces.)

- **Number and type of participants.** Ex. 30 4th grade students. You will have an opportunity in the narrative to further describe the participant population. (200 character maximum, including spaces.)
- **Duration of project.** (200 character maximum, including spaces.)
- **Artist/Company/Consultant name(s).** You will have an opportunity in the narrative to further describe the artist/company/consultant. (200 character maximum, including spaces.)
- **Project title and brief, one-sentence description of the project.** Consider this your project's elevator pitch. (500 character maximum, including spaces.)

Quality Programming/Service
Project provides quality programming or service in support of arts learning for identified participants.

An application demonstrating excellent Quality Programming/Service:

- Presents clear project goals and a strong rationale for their development.
- Presents a well-thought-out project plan with appropriate support and an achievable timeline.
- Engages an artist/company/consultant whose skills and expertise support the project goals.

1. Describe the overarching goals for the project and why they were developed. Consider how they support or complement the school's mission or other goals. (1800 character maximum, including spaces.)
2. Provide a detailed description of the project plan. Be as specific as possible about the various activities included in the project, the roles of the key project leaders and the project timeline. (2500 character maximum, including spaces.)
3. Describe why you chose the selected artist/company/consultant, and their skills or experience as it directly relates to the project goals. (1500 character maximum, including spaces.)

Participant Learning
Project is designed to impact participant learning in, through and/or about the arts.

An application demonstrating excellent Participant Learning:

- Presents well-developed learning objectives, appropriate for the participant group and project goals.
- Clearly aligns the assessments to the learning objectives.
- Demonstrates clear understanding of how to utilize assessments.
- Aligns with state arts standards.

1. Provide any relevant background information that you think the panel should know about the participant group and why they were selected. (1500 character maximum, including spaces.)
2. List the project's learning objectives and identify how you will fairly and accurately assess each stated learning objective. (2000 character maximum, including spaces.)
3. Chose **ONE** specific example of an assessment tool or method mentioned above and describe it in additional detail. Include when it will be implemented (pre, post, formative, summative, etc.) and how you will use the results within the project. (1800 character maximum, including spaces.)
4. Describe how the learning objectives, assessments and activities align with the Arizona Arts Standards (http://www.azed.gov/standards-practices/art-standards/). Do not simply list strands, concepts and performance objectives. (1800 character maximum, including spaces.)
5. If this is an ongoing project, include any available baseline information and describe how this will build on prior work. (1500 character maximum, including spaces.)

Stewardship of Public Funds
Project budget is complete and appropriate; project demonstrates accountability through appropriate evaluation.

An application demonstrating excellent Stewardship of Public Funds:

- Provides a complete and detailed budget, with costs that are appropriate for the project activities and goals (through the project budget form and narrative).

- Includes realistic and appropriate outcomes for understanding the success of the project.
- Describes achievable methods for evaluating the success of the project.

1. Provide a detailed budget narrative. Include information about how the various fees and costs were calculated, and the specific materials/supplies needed (if applicable). This is your opportunity to bring your **Arts learning Project Budget Form** to life, as if you were explaining it to the grant review panel. (1500 character maximum, including spaces.)
2. If your project budget includes a request for the participant travel honorarium, describe the activity for which the travel funds will be used and how it comprehensively aligns with the overall goals and learning outcomes of the project. (1500 character maximum, including spaces.)
3. Beyond participation numbers, describe how you will define success for this project. (1500 character maximum, including spaces.)
4. Describe how you will evaluate the success of the project. Provide specific examples of the evaluation tools and methods you will use. (1800 character maximum, including spaces.)

[3] Budget Form

All applicants must submit a complete project budget using the provided template. Any uploaded budget documents other than the Arts Learning Project Budget Form will be removed. To submit the project budget form:

- Download the **Arts Learning Project Budget Form**, found on the website at http://www.azarts.gov/grant/arts-learning/.
- Complete the project budget form in full. Save a copy of the form as a PDF to your computer using the following file name format: **[SchoolName]_ArtsLearningFY16_BudgetForm**
- Upload your completed **Arts Learning Project Budget** Form to GO!EGOR on the Budget Form page of the online application.

[4] Required Support Materials

Required support materials must be uploaded through GO!EGOR. (GO!EGOR will open for applications during the first week of February 2015.) Any materials beyond those explicitly requested within the guidelines will be removed from the application file.

Signed Letter(s) of Support

All applicants must provide two letters of support, demonstrating commitment to the project. One (1) written and signed by the Principal or Superintendent of the applicant school or school district and one (1) written and signed by the project's collaborating artist/company/consultant. If multiple artists are named in the project, they may each submit a letter of support. Do not submit letters of support other than those outlined here.

Artist/Company/Consultant Resume

Applicants must provide a resume for each artist, company or consultant named in the application, unless the artist or company is listed on the Arizona Commission on the Arts' Teaching Artist Roster. Each resume can be no more than 3 pages in length; excess pages will be removed.

[5] Supplemental Materials

Supplemental materials must be uploaded through GO!EGOR. (GO!EGOR will open for applications during the first week of February 2015.) Any materials beyond those explicitly requested within the guidelines will be removed from the application file.

Federal Tax Exemption Letter (first-time applicants only)

This is a letter from the IRS granting 501(c)3 status to an organization or a designated fiscal agent. It is NOT the letter assigning a Federal Tax ID Number. Public schools and units of government (including Tribal) are exempt from this requirement.

Fiscal Sponsor Letter of Agreement (if applicable)

If using a Fiscal Sponsor, an applicant must scan and upload a letter signed by authorizing officials from both the grantee organization and the Fiscal Sponsor. The letter must state that the Fiscal Sponsor agrees to receive any grant funds on behalf of the grantee, distribute them to the grantee organization, and maintain appropriate financial records.

Updated May 7, 2015

Frequently Asked Questions

The following section provides answers to a few of the most frequently asked questions regarding Arts Learning Grant applications. This section is not comprehensive. If your questions are not answered here, please contact the appropriate staff contact.

1. **How do I access the online application?**
   The online application is accessed through **GO!EGOR** (http://arizona.culturegrants.org/).
2. **Do I have to complete the entire application at once?**
   No. GO!EGOR allows you to save your work and complete the application over time. However, once you have clicked the "Submit" button on the last page, you will not be able to make any further changes.
3. **When does my project have to take place?**
   All projects must take place between July 1, 2015 and June 30, 2016 for Cycle A applicants, and between January 1, 2016 and June 30, 2016 for Cycle B applicants. Any projects, or days of a project, that take place outside of this timeframe are not eligible for Fiscal Year 2016 Arts Commission funding.
4. **Where do the matching funds have to come from?**
   The Arts Commission does not require that matching funds come from any particular source. We encourage you to explore all options, including school funding, PTO/PTA funding, foundations, private donors and other grants.
5. **Does the guest artist or consultant have to be listed on the Arts Commission's Teaching Artist Roster?** No.
6. **Can a teacher, staff or board member at the school or organization be hired as the guest artist?** No.
7. **What are learning objectives and assessments?**
   Learning objectives are the goals for participant learning; what do you want participants to know and be able to do as a result of the project. Assessments are the tools you will use to determine if you have met the learning objectives; how you will know what participants have learned.
8. **Where can I find resources for developing my learning assessments and project evaluation?**
   Resources for applicants are available on the Arts Commission's website. Visit the Arts Learning Resources page at http://www.azarts.gov/arts-learning/resources/.
9. **Can my school or organization apply for an Arts Learning grant in both Cycle A and Cycle B?**
   Individual schools, districts or organizations may only receive one Arts Learning Grant of any type per fiscal year. If a school, district or organization applies in Cycle A and is funded, they may not apply again in Cycle B.
10. **What can I use the supply honorarium for?**
    Eligible supplies are considered to be "consumable" supplies. This means materials and supplies that are for and/or used by the participants during the course of the project.
11. **What can I use the participant travel honorarium for?**
    The participant travel honorarium can support off site travel for project participants when the off-site activities comprehensively align with and enhance the goals and learning objectives of the project. Strictly field trip or exposure activities are not a priority of this grant.

The **Arizona Commission on the Arts** is an agency of the State of Arizona which supports access to quality arts and arts education opportunities for all Arizonans; the development and retention of statewide jobs in the nonprofit arts, culture and education sectors; and increased economic impact in local communities through arts-based partnerships that develop tax and small business revenue.

We imagine an Arizona where everyone can participate in and experience the arts.

For more information, contact us at (602) 771-6501 or email info@azarts.gov or visit www.azarts.gov. To request this or any other publication in an alternate format, contact the Arts Commission offices. *An equal employment opportunity agency*.