

Arts Learning Collaboration Grants

To enhance and support arts learning in schools

Program Description

Arts Learning Collaboration Grants enhance the work of arts educators, classroom teachers and school-based arts programs through collaborative projects taking place in-school (during regular school hours), after-school, or during summer/inter-session and in-services.

Collaborative projects may engage any number of collaborators, but must involve a minimum of two parties, one of which represents the applicant. For example, collaborations could take place between teachers or departments within a school, between multiple schools within a district, or between a school and a community arts resources (teaching artists or arts organizations).

Collaborative projects can take a variety of forms but must be submitted in one of the following categories:

- Planning: Future project planning, curriculum development, evaluation, resource development, etc.
- Professional Development: Training and learning for certified arts educators, classroom teachers, administration, teacher/artist teams, etc.
- Student Learning: Sequential, hands-on learning in, through, and/or about the arts.

Applicant Eligibility

- An applicant must be an Arizona school or school district with tax-exempt status.
- An applicant may submit only one application per cycle, and may receive only one Arts Learning Collaboration Grant per fiscal year.
- Individual teaching artists or arts organizations may only be listed as collaborators for a maximum of seven (7) Arts Learning Collaboration Grant applications in any given fiscal year.

See the FAQ for further information.

Deadlines & Grant Cycles for Fiscal Year 2017

Eligible project activities must take place between July 1, 2016 and June 30, 2017. Grant funds cannot be used for any projects, or days of a project, that take place before the start date of the cycle in which they are submitted, and/or after the end of the fiscal year.

CYCLE A Application Deadline: 11:59pm Thursday, May 5, 2016.
For projects taking place between July 1, 2016 and June 30, 2017.

CYCLE B Application Deadline: 11:59pm Thursday, September 8, 2016. For projects taking place between November 1, 2016 and June 30, 2017.

CYCLE C Application Deadline: 11:59pm Thursday, February 2, 2017. For projects taking place between April 1, 2017 and June 30, 2017.

Primary Staff Contact

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(602) 771-6529, afreyermuth@azarts.gov

*For questions regarding the budget form or **GO (GrantsOnline)**:*

Ginny Berryhill, Grants and Information Technology Manager
(602) 771-6528, gberryhill@azarts.gov

Ben Watters, Grants and Operations Coordinator
(602) 771-6532, bwatters@azarts.gov

Review Criteria

Applications will be evaluated for their ability to enhance arts teaching or learning based on the following criteria:

Quality: Strength of collaboration and premise.

Impact: Expected benefit to school(s) and/or learners.

Viability: Strength of project plan and appropriateness of budget.

Funding Restrictions

This program does not fund the following:

- Organizations and schools that received Arts Commission funding in Fiscal Year 2015, but failed to file a final report by Monday, September 14, 2015.
- Applications submitted by for-profit organizations.
- Applications that seek to supplant arts programs, curriculum or arts educators in schools.
- Strictly field trip or performance-based activities.
- Support for teacher, staff or board member salaries (stipends for professional development or supplemental activities beyond the teacher/employee contract are eligible for support through this grant).
- Support for individual professional development activities which would otherwise be eligible for a Professional Development Grant.
- Applications submitted for both a Festival and an Arts Learning Collaboration Grant which seek funding for the same project or activities.
- 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

Arts Learning Collaboration Grants can be requested in the following flat grant amounts and require a 1:1 match:

Grant Request	Minimum Total Project Budget
\$1,500	\$3,000
\$2,000	\$4,000
\$2,500	\$5,000

A combination of cash and in-kind contributions may be used to match the grant. In-kind contributions may comprise no more than 50% of the match.

How to Apply

All applications must be submitted online through GO (<http://arizona.culturegrants.org/>). GO will open for applications during the first week of April 2016.

Applications must be submitted no later than 11:59pm on the deadline date. GO will timestamp the application upon submission. Only applications received before 11:59pm on the deadline date will be reviewed in that deadline's cycle. 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] Support Materials.**

GO (GrantsOnline)

The Arizona Commission on the Arts uses an online grants application system called GO 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. 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, 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

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 application. Within the GO 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 application process:

- For narrative responses, applicants should use upper/lower case letters (not all caps).
- Formatted text is not accepted by GO; 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 “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 application.

[1] Applicant and Organization Profile

If you are a new applicant, GO 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 Collaboration Grant 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 answers to the following narrative questions in a separate document before beginning 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.)
- **Project Category.** Select one of the following: Planning, Professional Development or Student Learning.
- **Collaborator names/titles.** List names/titles only; you will have an opportunity in the narrative to further describe collaborators and their roles. (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.)

Narrative Questions

- 1) **Project Description:** Describe your project in detail, explaining what you propose to do, how you plan to do it, who will do it, and the timeline on which it will be done.

Be as specific as possible about the various activities involved with the project. Include a detailed timeline and, if applicable, information on the dosage of the key activities (how frequently and how long). If applicable, include information about the number and types of participants (students, teachers, artists, grade levels, etc.). (2500 character maximum, including spaces.)

- 2) **Collaborators:** Describe the specific role of the collaborators and why/how they were selected or identified or chose to work together. (1000 character maximum, including spaces.)
- 3) **Premise:** Why is your collaborative project necessary? How will the project enhance arts teaching or learning? (1500 character maximum, including spaces.)
- 4) **Benefit:** What is the anticipated end result of the project? (1800 character maximum, including spaces.)
- 5) Question 5 varies based on the project category you selected in the overview section. Answer only the question that corresponds with your project category.

Planning Projects

Evaluation: Describe the metrics and milestones that you will use to monitor progress in the planning process. (1800 character maximum, including spaces.)

Professional Development Projects

Learning Goals: Describe the learning goals of the professional development project, and how they will increase teacher/staff capacity. (1800 character maximum, including spaces.)

Student Learning Projects

Student Learning: Describe the student learning objectives, their related assessments, and the project's alignment with the Arizona State Arts Standards. (1800 character maximum, including spaces.)

- 6) **Baseline Information (if applicable):** If this is an ongoing project, describe how the project will build on previously-conducted work. (1500 character maximum, including spaces.)
- 7) **Budget Narrative:** Provide a detailed budget narrative. Be as specific as possible about how you will use the grant funds, and the project's various fees and costs. This is your opportunity to bring your **Project Budget Form** to life, as if you were explaining it to the grant review panel. (1500 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 Collaboration Grant Budget Form will be removed. To submit the project budget form:

- Download the **Arts Learning Collaboration Grant Budget Form**, found on the website at <http://azarts.gov/grant/arts-learning-collaboration-grant/>.
- 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]_ArtsLearningFY17_BudgetForm**
- Upload your completed **Arts Learning Collaboration Grant Budget Form** to GO on the Support Materials page of the online application.

[4] Support Materials

Support materials must be uploaded through GO. 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.

Frequently Asked Questions

The following section provides answers to a few of the most frequently asked questions regarding Arts Learning Collaboration 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 (<http://arizona.culturegrants.org/>).

2. **Do I have to complete the entire application at once?**

No. GO 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. **Can my school apply for an Arts Learning Collaboration Grant in multiple cycles?**

Individual schools or districts may only receive one Arts Learning Collaboration Grant per fiscal year. For example, if a school or district applies in Cycle A and IS funded, they may not apply again in Cycle B or C. If the application IS NOT funded, it can be resubmitted in a future cycle.

4. **Where can the matching funds come from?**

Matching funds may come from any combination of school district maintenance and operations, Title I, Title II or other local funds (*e.g. tax credit, PTO/PTA*) as appropriate, foundations, private donations, earned revenue or other grants (excluding other Arts Commission grants).

5. **What can be used as in-kind support?**

In-kind support could include teacher salaries for time spent on the project, administrative support time, volunteers, supplies provided for the project, etc. Contact Arts Commission staff for questions related to other possible in-kind support.

6. **Can a school district, and a school within that district, both apply?**

An individual school and a school district may each submit separate applications, but they must be for completely distinct and separate projects.

One of 56 state and jurisdictional arts agencies across the United States, the Arizona Commission on the Arts is a 49-year-old agency of the State of Arizona and a leading force in the creative and professional development of Arizona's arts sector. Through robust programs, research initiatives and strategic grantmaking, the Arts Commission catalyzes arts-based partnerships that strengthen Arizona communities through the arts.



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.*