

Arts Learning Collaboration Grants

To enhance and support arts learning in schools

Program Description

Arts Learning Collaboration Grants enhance the work of school-based arts teaching and learning 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 resource (teaching artists or arts organizations).

Collaborative projects can take a variety of forms but must be submitted in one of the following three 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 2018

Eligible project activities must take place between July 1, 2017 and June 30, 2018. 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 4, 2017.

For projects taking place between July 1, 2017 and June 30, 2018.

CYCLE B Application Deadline: 11:59pm Thursday, September 7, 2017.

For projects taking place between November 1, 2017 and June 30, 2018.

CYCLE C Application Deadline: 11:59pm Thursday, February 1, 2018.

For projects taking place between March 1, 2018 and June 30, 2018.

Primary Staff Contact

Anastasia Freyermuth

Arts Learning and Grants Coordinator
(602) 771-6529, afreyermuth@azarts.gov

For questions regarding the Submittable online submission platform:

Submittable Technical Support

Email: support@submittable.com

Phone: (855) 467-8264, ext. 2

Web: help.submittable.com

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 2017, but failed to file a final report by Monday, September 11, 2017.
- 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 Grant](#) 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

Applicants can request Arts Learning Collaboration Grants in the following flat grant amounts; a 1:1 match is required.

Grant Request	Match Required	Minimum Total Project Budget
\$1,500	\$1,500 (minimum \$750 cash match)	\$3,000
\$2,000	\$2,000 (minimum \$1,000 cash match)	\$4,000
\$2,500	\$2,500 (minimum \$1,250 cash match)	\$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 through Submittable, an online submission platform. A link to the grant application can be found on the Arts Commission's website at <http://azarts.gov/grant/arts-learning-collaboration-grant/>. The Arts Commission will not accept applications by means other than Submittable. If extenuating circumstances prohibit applicants from using Submittable, they are advised to contact the Arts Commission **at least one month** before the application deadline to make reasonable accommodations for application submission. **Late or incomplete applications will be ineligible for review or funding.**

General Instructions for Completing an Application in Submittable

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, save, and back up their work. Once responses are complete and edited, applicants should copy and paste responses into the Submittable application.

Narrative responses are limited to a maximum word (not character) count. Composing responses in a separate document allows an applicant to monitor the word counts set for each question. Note that Submittable will not display the number of words in each response, and will only alert the applicant if the maximum word count has been exceeded.

These questions require time and editing to prepare thoughtful and complete responses.

Below are some additional general suggestions to help applicants navigate the Submittable application process:

- For narrative responses, applicants should use upper/lower case letters (not all caps).
- Formatted text is not accepted by Submittable; applicants cannot bold, italicize or underline text, or change font style or size.
- For numeric amount responses, enter only whole numbers (no decimals, commas, or dollar signs).
- Once submitted, applicants can no longer make changes to their grant application(s).

User Account

If you are a new applicant, Submittable will prompt you to create an account. If you have previously created a Submittable account to apply for a grant from the Arts Commission or another entity, you may log in using your existing user name and password. (Please note: If you previously applied for an Arts Learning and Collaboration Grant via GO!EGOR or GO, but have not previously created a Submittable account to apply for another grant program, you will need to create an account. Your GO or GO!EGOR log-in credentials will not work.)

After creating or logging in to a Submittable account, applicants will be prompted to confirm their contact information before proceeding to the application. **All official Arts Commission correspondence will be sent to the contact information associated with the applicant's Submittable account, so it is imperative that this contact information is accurate and kept up to date.**

School Information

School Information collected in this section of the application is used solely for internal and reporting purposes and will not be considered during the application review.

- School District (if applicable)
- County
- Secondary point of contact for your organization
- Authorizing Official: a contact with authorizing authority who is legally able to sign contracts.
- IRS Letter of Determination (if applicable). *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 attach 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.*
- Demographic make-up of school staff and faculty.

Project 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.

Project Overview

- **Proposed Start and End Date of Project.** Exact dates can be estimates, but should be inclusive of the date range for the proposed project.
- **Mission statement.** This should be the mission statement formally adopted by your Board and the core of your formal or informal planning process. (150 word limit)
- **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. (30 word limit)
- **Project title and brief, one-sentence description of the project.** Consider this your project's elevator pitch. (70 word limit)

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.) (400 word limit)

- 2) **Collaborators:** Describe the specific role of the collaborators and why/how they were selected or identified or chose to work together. (250 word limit)
- 3) **Premise and Benefit:** Why is your collaborative project necessary? How will the project enhance arts teaching or learning and what will be the end result? (400 word limit)

- 4) Question 4 varies based on the project category selected (*Planning, Professional Development, or Student Learning*). Answer only the question that corresponds with your project's category:

Planning Projects

Evaluation: Describe the metrics and milestones that you will use to monitor progress in the planning process. (300 word limit)

Professional Development Projects

Learning Goals: Describe the learning goals of the professional development project, and how they will increase teacher/staff capacity. (300 word limit)

Student Learning Projects

Student Learning: Describe the student learning objectives, their related assessments, and the project's alignment with the [Arizona Academic Standards in the Arts](#) (adopted 2015). (300 word limit)

- 5) **Baseline Information (if applicable)**: If this is an ongoing project, include any available baseline information and describe how the project will build on previously-conducted work. (250 word limit)
- 6) **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. (250 word limit)

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]_ArtsLearningFY18_BudgetForm**
- Upload your completed **Arts Learning Collaboration Grant Budget Form** to your application in Submittable.

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 <http://azarts.gov/grant/arts-learning-collaboration-grant/>.
2. **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 one of the three Cycles for Fiscal Year 2018 and **IS** funded, they may not apply again in the following Cycle for that Fiscal Year. If the application is **NOT** funded, it can be resubmitted in a future cycle.
3. **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.



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.

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.*