

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 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.

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).

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.

Program Update, July 2, 2018

A planned CYCLE C application deadline was listed in previous versions of this document as well as on the Arts Commission's website and newsletters. Based on feedback from potential applicants and analysis of recent trends, the third application cycle has been cancelled and the deadline for CYCLE B pushed back to October 4, 2018. Those who had planned to apply in CYCLE C are advised to apply in CYCLE B instead.

Deadlines & Grant Cycles for Fiscal Year 2019

Eligible project activities must take place between July 1, 2018 and June 30, 2019. 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 31, 2018.

For projects taking place between July 1, 2018 and June 30, 2019.
Note: This deadline has been extended since the initial publication of the grant guidelines.

CYCLE B Application Deadline: 11:59pm Thursday, October 4, 2018. For projects taking place between November 1, 2018 and June 30, 2019.

Primary Staff Contact

Anastasia Freyermuth, Arts Learning and Evaluation 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

Award Amount

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

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

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.

Application Materials

The application comprises three sections: **School Information**, **Project Overview and Narrative Questions**, and **Project Budget**.

Though the information requested in each section will be submitted through the Submittable online submission platform, applicants are encouraged to draft their responses (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. *Additional instruction for submitting application materials is provided later in this document under the heading **How to Apply**.*

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.
- Demographic make-up of collaborator(s) involved.

Project Overview and Narrative Questions

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

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 including information on the dosage of the key activities (how frequently and how long) and 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. Why were they selected? How do the skills/experiences of each collaborator serve the school? (400 word limit)
- 3) **Premise and Benefit:** 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)

Baseline Information (if applicable): If this is an ongoing project, describe how the project will build on previously-conducted work. (250 word limit)

Project Budget

All applicants must enter the following information related to their project's budget using the provided boxes and tables in the application. Please note, for "Budget Overview", you will re-enter the totals from each table to confirm that your budget meets eligibility requirements.

- **Grant Amount Requested:** Enter which of the three flat grant amounts you are requesting for your project: \$1500, \$2000, or \$2500.
- **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's budget to life, as if you were explaining it to the grant review panel. (250 word limit)
- **Project Expenses:** List all major expenses for your project as detailed in your budget narrative. *Please note, eligible project expenses could include, but are not limited to: artist, company, consultant, and other expert fees, materials, supplies, travel costs, technology, documentation, evaluation. Carefully review the "Funding Restrictions" list on page 2 of this document, and contact Arts Commission staff with questions about eligible expenses.*
- **Total Match:** Enter the total match being provided for the grant amount you are requesting. For any questions regarding this amount, please refer to the "Award Amount" section on page 3.
- **Cash Match Amounts and Sources:** List the total cash income for your project, without the requested grant amount, and the sources of the cash match. *Cash match must be a minimum of 50% of the grant amount requested.*
- **In-Kind Contributions (if any):** Enter the type and amount of in-kind contributions that will be provided in support of the proposed project. *In-kind contributions may comprise no more than 50% of the match.*
- **Budget Overview:** Enter the total amounts from the previous tables for: project expenses, cash match, and in-kind contributions.

Funding Restrictions

This program does not fund the following:

- Organizations and schools that received Arts Commission funding in Fiscal Year 2018, but failed to file a final report by Monday, September 10, 2018.
- 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.

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.**

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.

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.**

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. **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 2019 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.

2. **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).

3. **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.

4. **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 51-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.