



# Artists in Schools

## 2015-2016 Grant Guidelines

*Deadline: March 20, 2015, 11:59PM – (online submission)*



The Mission of the California Arts Council, a state agency, is to advance California through the arts and creativity.

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**ARTISTS IN SCHOOLS**  
**2015-2016 GRANT GUIDELINES**  
**DEADLINE: March 20, 2015, 11:59PM**



**Background**

The arts play a critical role in shaping students' overall well-being and academic achievement. Promoting and supporting arts education is a cornerstone of the California Arts Council's (CAC) mission. Since 1976, CAC has supported in-school and after-school arts programs that engage local arts organizations and professional artists.

**Purpose**

The Artists In Schools (AIS) program supports projects that integrate community arts resources—artists and professional art organizations—into comprehensive, standards-based arts-learning at school sites. It is not the intent of this program to supplant certified teachers, but rather to augment and enhance the work of classroom teachers and school-based arts programs by bringing arts resources from within the local community into the school culture. Applicant projects may take place either in-school (during regular school hours) or after-school, and should address the unique circumstances of the in-school or after-school environment.

Applicants should address the following goals:

- Develop the artistic abilities and creativity of students through sequential, hands-on arts learning.
- Promote life skills such as problem-solving, collaboration and positive self-expression through the arts.
- Develop long-term, in-depth partnerships between schools, local arts organizations and local teaching artists.
- Create mutually beneficial relationships between classroom teachers and teaching artists.
- Contribute to an overall arts-rich school environment.

**Eligible Request Amount**

Requests for support may be made for up to \$12,000.

**Applicant Eligibility**

- The applicant must be a California-based nonprofit arts organization or local arts agency with a history of arts programming for a minimum of three years prior to the time of application.
- The partnering school must be California-based.

- Artists working with the applicant arts organization must show professional experience of **at least three years** in the artistic discipline to be taught; must be residents of California; and may not be full-time students in a degree program.
- **An artist may be part of only one application to the AIS program in any given year.**
- The arts organization must be a nonprofit arts organization, and must demonstrate proof of nonprofit status under section 501(c)(3) of the Internal Revenue Code, or section 23701d of the California Revenue and Taxation Code, or must be a unit of government.
- An applicant without nonprofit status may use a California-based fiscal receiver that has nonprofit status, 501(c)(3), and which will provide the fiscal and administrative services needed to complete the grant. If a grant is awarded, the fiscal receiver becomes the legal contractor. The fiscal receiver must also demonstrate consistent arts programming in California for a minimum of three years prior to the time of application, and have similar organizational goals to the applicant organization.
- **In order to spread our limited grant dollars, we have the following restrictions in the AIS Program: With the exception of organizations that receive AIS Planning Grants, organizations applying to Local Impact and AIS Programs, if recommended for funding in both grant programs in a given year, will be expected to choose one grant.**
- Organization can submit only one application per funding cycle.
- Applicants must complete a California Cultural Data Project Funder Report at the time of application.

### **Project Requirements**

- Project must enable students to understand and participate in specific art forms and to develop their creativity, skills and knowledge.
- Project must address specific grade-appropriate Visual and Performing Arts Standards (VAPA). For more information about the Standards refer to <http://www.cde.ca.gov/ci/vp/>. Project may also address Common Core standards.
- Project must be locally designed and developed in partnership between an arts organization and the school(s). The project should demonstrate significant planning and should reflect a collaborative relationship between the arts organization and the school, and between the participating teaching artists and school-based teachers.
- Project must include one or more artists of the same or different disciplines who conduct activities at a minimum of one, to a maximum of four schools.
- Project should run between 3-9 months at the school site, with no less than 12 sessions (12 week minimum).
- A core group of students must receive a minimum of 12 sessions of instruction in sequential, skills-based arts learning in FY 2015-2016 (October 1, 2015 through June 30, 2016). A larger group of students **may** participate in less-structured, non-sequential or more limited activities that expose them to the art forms as a part of the project.
- Instruction must be free of charge to students.

- Project must include a Project Coordinator from the arts organization and a School Site Coordinator from each participating school, with shared responsibility for project planning and implementation.
- Project can take place either during regular school hours or after-school, but must consistently reach a core group of students over time.
  - In-school project must address a relationship between teaching artists and school-based teachers and specific grade-level VAPA Standards, and must connect to other classroom learning. Project may also address Common Core Standards.
  - After-school programs must address multi-grade level learning and specific VAPA Standards, and must connect to in-school learning. Project may also address Common Core Standards.
- Professional fees for artists must be included: artist fees must be comparable to others employed in the same field and must be 75% of the request and the match to the AIS program.
- Neither the Project Coordinator nor the School Site Coordinator may serve as an artist in the project.
- Matching funds requirement for this program must be met.

### **Duties and Responsibilities**

#### **Arts Organization Coordinator must:**

- Develop a specific plan for space, time, equipment and participation with artists and school staff
- Introduce the artists and the program goals and activities to school staff
- Act as facilitator and liaison between the arts organization, school(s), artists, and the CAC
- Comply with CAC reporting requirements

#### **School Site Coordinator must:**

- Assure that the school provides all supplies, materials and equipment necessary for the project
- Reserve an appropriate space for the arts program activity
- Ensure that the students are able to participate

#### **Joint Responsibilities must include:**

- Providing on-going assistance to the artists and teachers
- Publicizing the project to parents, school administration, county superintendents of education and local governmental officials

### **Application Cycle:**

- Deadline: March 20, 2015, 11:59PM (online submission)
- Grant Dates: October 1, 2015 - June 30, 2016

### **Review Criteria**

A peer review panel will evaluate applications based on the following criteria:

- *Quality of project:* Clarity of project narrative including relationship to AIS program goals and learning objectives, ability to address VAPA standards, strength of program plan and design.
- *Artistic merit:* Samples of artistic work and bios/resumes from participating artists, schedule of artistic activities from applicant organization, student work samples (for returning applicants).
- *Project impact:* Anticipated impact on students, artists, teachers, school and arts organization; ability to demonstrate the impact and benefits of the project, including qualitative (storytelling) and quantitative results.
- *Sufficient planning and evaluation:* Documentation of planning and assessment processes; strength of collaborative partnership (letters of commitment from schools).
- *Fiscal and managerial ability to complete proposed project:* Qualifications of project team, viability of project budget, evidence of school support, overall fiscal health and organizational capacity of applicant.

### **Peer Panel Evaluation and Ranking Process**

A peer panel will review all applications and work samples in a multi-step process that involves assigning numerical ranks to an application. A 10-point ranking system will be implemented. Panelists' ranks are averaged to obtain the final score.

### **10-Point Numerical Ranking System**

<b>10</b>	<b>Model</b>	Meets all of the review criteria to the highest degree possible.
<b>8-9</b>	<b>Excellent</b>	Designates an applicant as a high priority for funding.
<b>5-6-7</b>	<b>Good</b>	Strongly meets the review criteria; however, some improvement or development is needed.
<b>2-3-4</b>	<b>Developing</b>	Has some merit, but does not meet the criteria in a strong or solid way.
<b>1</b>	<b>Ineligible</b>	Inappropriate for CAC support.

### **California Arts Council Decision-making**

The final authority for grant decisions is the appointed Council. Subsequent to receiving and reviewing the peer panel's recommendations, the Council will take into consideration the panel's recommendations and make final funding decisions at a public meeting.

### **Grant Amounts**

Requests may be made for up to \$12,000.

If approved by the Council for support, grant amounts may differ from the request amount due to the level of funding available to the program, demand for that funding, and/or the rank a proposal receives from the review panel.

Should a grant award be made for an amount less than the request amount, the applicant will be required to confirm that the goals of the original request can be met or modified with a lesser grant award.

### **Matching Funds**

All grant recipients must provide a dollar-for-dollar (1:1) match. The match may be from corporate or private contributions, local or federal government, or earned income. State funds cannot be used as a match. A combination of cash and in-kind contributions may be used to match the AIS request, with a maximum of 50% in-kind contributions permitted.

### **What the CAC Does Not Fund**

- AIS Projects that charge students for residency activities
- AIS Projects where the primary activity is any of the following:
  - **Artist performances, tours or exhibits**
  - **Artist fellowships or individual artistic projects**
  - **Staffing functions of arts organizations**
  - **Technical assistance to organizations or artist groups**
  - **Art therapy**
  - **Job training**
- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
- Non-arts organizations not involved in arts activities (as applicants)
- For-profit organizations (as applicants)
- Projects with fundraising purposes, including grant writing
- Other state or federal agencies
- Programs not accessible to the public
- Projects with religious or sectarian purposes
- Organizations or activities that are part of the curricula base of schools, colleges, or universities
- Indirect costs of schools, colleges, or universities
- Trust or endowment funds
- Purchase of equipment, land, buildings, or construction (capital outlay or expenditures)
- Out-of-state travel activities
- Hospitality or food costs
- Expenses incurred before the start or after the ending date of the grant

## Timeline

February 2, 2015	Application available
<b>March 20, 2015, 11:59PM</b>	<b>Application deadline (online)</b>
Late June	Funding decisions
Late June	Funding notifications
October 1, 2015 – June 30, 2016	Funded activity period

## Grantee Requirements

- To better inform our elected representatives as to the value of the arts and the use of state funds, you will be expected to include--with your approved grant--copies of signed letters sent to the Governor and your State Senate and Assembly representatives thanking them for your AIS grant.
- Use CAC logo on all printed, electronic materials, and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) and credit the CAC on all printed and electronic materials: "This activity is funded in part by the California Arts Council, a state agency."
- When discussing the project and activities supported by this grant, verbal credit must be given to the CAC.
- A Final Report summarizing AIS grant-funded activities and accomplishments will be required at the end of the grant period.

## Staff Assistance

CAC staff is available on a limited basis to offer guidance and clarification in preparing your proposal. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. **Contact Shelly Gilbride, AIS Arts Program Specialist at [shelly.gilbride@arts.ca.gov](mailto:shelly.gilbride@arts.ca.gov) or (916) 324-0075.**