

FY18-19 Arts Education: Professional Development Grant Application Instructions



The **Professional Development** grant expands the impact of in-school residency programs by supporting the training of classroom teachers by teaching artists in arts integration strategies. (Grants of \$2,500)

DEADLINE: March 22, 2018 by 5:00pm

The California Arts Council has a new grant application system, calartscouncil.smartsimple.com. All applications must be submitted in the system. The new system will be able to be accessed for registration and grant program application on **December 5, 2017**.

Registration information and detailed instructions can be read here: http://arts.ca.gov/programs/program_files/shared_files/CAC_SmartSimple-Registration_InformationFINAL.pdf

Please have the following information and documentation prepared prior to beginning your registration at <https://calartscouncil.smartsimple.com>:

- Applicant organization Federal EIN (or that of Fiscal Sponsor, if applicable)
- Applicant organization DUNS (or that of Fiscal Sponsor, if applicable). Obtain a DUNS number at the following URL: <http://fedgov.dnb.com/webform>
- Accurate organizational contact information including business address, mailing address (if different), county name, organizational phone and fax number (if available), and website.
- Number of years organization has engaged in arts programming within California
- Year organization began arts programs and/or services
- Organizational Mission Statement and purpose
- Brief summary of core organizational programs and services

Application Check List:

Required Support Materials:

- DataArts Funder Report
The California Arts Council requires all applicants to complete a Cultural Data Profile through DataArts (formerly the Cultural Data Project) and submit a Funder Report along with their application. The DataArts Funder Report will be used to assess your organization's fiscal health and activities. You will need two years of financial and programmatic data to fill out your profile. To complete this part of your submission go to the DataArts website: <http://www.culturaldata.org/>
- Key Biographies
Provide brief biographies (not resumes). Include title, experience, and role within the proposed grant. Indicate where positions are new, to be supported by grant funds for the following individuals:
 - Key Administrative Personnel
 - Artistic Personnel

- Any Consultants to be paid or hired with CAC support
- Letter of Support or Testimonial
Please provide a signed statement from a key stakeholder, partner, or member. Statement should substantiate the quality of the organization, and affirm the organization's impact on its constituents.
- Letter of Agreement
Please provide a joint Letter of Agreement signed by both the Applicant Organization and the school site official. This letter should indicate mutual commitment to the project and understanding of the roles and responsibilities of each party.
- List of Participating Schools
Please provide a list of schools whose participation in the program is anticipated (final list will be submitted along with Final Report). Include full address information, as well as contact information for key partner at each school.
- Teaching Artist Work Samples
Include up to 3 samples of Teaching Artist work providing evidence of talent and capacity both as artist(s) and as instructor(s). Video samples featuring interaction with students are highly recommended.

Required Support Materials for Fiscally Sponsored Projects:

- Fiscal Sponsor IRS Form 990 (Required for applicant organizations applying with a Fiscal Sponsor)
- Fiscal Sponsor Letter of Agreement (Required for applicants using Fiscal Sponsor)
Please provide a joint Letter of Agreement signed by both the Applicant Organization and the Fiscal Sponsor. This letter should indicate mutual commitment to the project and mutual understanding of the roles and responsibilities of each party.

Application Questions:

The following are the questions, both narrative and quantitative, that will be asked on the application, as well as required budget information:

Narrative Questions:

1. Provide a detailed description of your proposed project, including the artistic activities that will occur and a clear timeline including preparatory activities; project beginning, middle, and end; and project evaluation.
2. How does the proposed project align with your organizational mission? What arts programming and services has your organization previously provided to the community identified in this proposal?
3. Describe individual school community(ies), and provide an explanation of how and why this professional development project will be impactful. Please discuss how this project builds on other arts education opportunities included in the curriculum, including those that occur sequentially from one year to the next. Describe the school's interest in pursuing professional development in arts education, and how implementing this professional development program fits into the overall goals for the school.

4. What are the specific outcomes for teachers and staff? How will the success of these outcomes be measured?
5. How will activities promote teaching strategies for the engagement of all students, including English language learners, students with disabilities, and other students with barriers to access?

Quantitative/Short Answer Questions:

1. # of artists directly involved

2. # of youth benefiting

3. # of total individuals benefiting

Enter the total number of individuals who will directly be involved with the anticipated activity/activities. This includes the artists directly involved and children/youth benefiting, as well as actual audience numbers and other non-artist project participants.

4. # of individuals to be compensated through this grant.

5. Artistic disciplines to be taught in this residency (E.g. Theatre, Dance, etc.)

6. # of sites to be served

Budget Tables:

You will be required to submit a line-item project budget, including anticipated matching funding. **A minimum of 75% of grant funds plus 75% of the match must go to Teaching Artist fees.**

You will also be required to fill out a Source of Match table, indicating matching sources and the status of the matches (e.g. Pending, Confirmed, etc.). Up to 25% of the match may be in kind.

Application Ranking:

A peer panel reviews all applications and work samples in a multi-step process. Professional Development grants are given a “yay” or “nay” vote by each panelist, based on the quality of the project design, the potential impact, and the capacity of the applicant to successfully execute the project. An application receiving a simple majority of “yay” votes is awarded \$2,500.