



# Artists in Schools

## 2016-2017 Professional Development Grant Guidelines

*Deadline: April 5, 2017, 5:00 PM – (online submission)*



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

Learn more at [www.arts.ca.gov](http://www.arts.ca.gov)

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## California Arts Council



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### Office Hours

8:00 a.m. - 5:00 p.m.  
Monday through Friday

**Purpose:** The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

**The Council:** The appointed Council of the CAC consists of 11 members who serve staggered terms. The Governor appoints nine members, the assembly Speaker appoints one member, and the Senate President pro Tempore appoints one member. Council members serve without salary, elect their own officers, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

**Mission:** To advance California through the arts and creativity.

**Funding:** The CAC is a state agency, funded from the state's annual budget process and proceeds from the California Arts License Plate and the Keep Arts in Schools tax return voluntary contribution fund, supplemented by funds from the National Endowment for the Arts. Its grants are usually matched by foundations, individuals, earned income, government agencies, or other organizations.

**Information Access:** Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Observers may attend but may not participate in, or in any way interfere with, Council meetings. Meeting dates and locations are posted at [www.arts.ca.gov](http://www.arts.ca.gov). Each meeting provides a designated time for public comment, although comments may be time-limited.

**Grants Panels:** Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions.

**Appeal Process:** Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are granted only on the following grounds:

1. Panel's assessment was based on a misstatement of factual information as contained in the application such that it negatively influenced the panel's recommendation; and/or
2. Incorrect processing of the required application material such that it negatively influenced the panel's assessment of the applicant's request for funding.

**Note:** Dissatisfaction with award denial or with award amount is not grounds for appeal.

**Requirements:** The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code (Fiscal Receivers are eligible in some programs), or under sec. 23701d of the California Revenue and Taxations Code, or entities that are a unit of government; and that comply with the Civil Rights Acts of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans With Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

**Ownership, Copyrights, Royalties, Credit:** The CAC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such material for official, noncommercial purpose, including but not limited to use on the CAC website, social media and print materials. In addition, the CAC requires documentation of grants activity, and appropriate credit for CAC partial support.

# ARTISTS IN SCHOOLS

2016-2017 Professional Development

GRANT GUIDELINES

DEADLINE: April 5, 2017, 5:00 PM

*Apply at [cac.culturegrants.org](http://cac.culturegrants.org)*



## **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, the CAC has supported in-school and after-school arts programs that engage local arts organizations, teaching artists and school communities through the Artists in Schools (AIS) grant program.

In FY16-17, there are four Artists in Schools grant opportunities:

- AIS Engagement supports teaching artist residencies taking place during the school day at school sites.
- AIS Professional Development supports co-learning opportunities between teaching artists and classroom teachers or school staff.
- AIS Extension supports teaching artist residencies after school and during the summer months, on both school sites and in community settings.
- AIS Exposure supports field trips and assemblies for underserved students.

These guidelines are for AIS **Professional Development** projects.

## **Purpose**

Awards of \$2,500 will support nonprofit arts organizations and teaching artists to plan and deliver Professional Development (PD) in arts integration to educators and administrators. Professional Development projects should be designed to cultivate student learning in, through and/or about the arts. The Professional Development project can stand alone, or can be in conjunction with an AIS Engagement project at the school. The project must be planned and implemented in collaboration between a nonprofit arts organization, teaching artists, and the school, with full commitment from all participants.

## **Professional Development objectives could include, but are not limited to:**

- Integrating standards-based, hands-on arts instruction with other core academic area content and curriculum.
- Developing team teaching activities for teaching artists and instructional staff, or between teachers in different disciplines at the school site.

- Developing and implementing specific arts-integrated curriculum activities to differentiate educational opportunities based on student needs and abilities.
- Increasing understanding of the Visual and Performing Arts Content Standards and/or National Core Arts Standards amongst teaching staff in other core academic areas.
- Develop culturally responsive arts-based curriculum that supports the cultural assets of the local school community, and fosters students' positive self-identification and respect for diverse cultures.

### **Eligible Grant Request Amount and Matching Requirements**

- Requests for support should be made for \$2,500. 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.
- **In-kind contributions may not be used as matching funds.**

### **Applicant Eligibility**

- The applicant must be one of the following:
  - California-based nonprofit arts organization with a history of arts programming for a minimum of three years prior to the time of application.
  - Local arts agency with a history of arts programming for a minimum of three years prior to the time of application.
  - California-based nonprofit organization (non-arts or multi-genre) with significant arts programming as a part of the activities and budget of the organization. Non-arts nonprofit organizations must have a history of significant arts programming for a minimum of three years prior to the time of application.
- The partnering school(s) must be in California.
- Artists working with the applicant arts organization must show professional experience of **at least three years** in the artistic discipline to be taught or equivalent teaching artist experience; must be residents of California; and may not be participating in this project as student in a degree program.
- The nonprofit arts organization 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 sponsor 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 sponsor becomes the legal contractor. The fiscal sponsor must also demonstrate consistent arts programming in California for a minimum of three years prior to the time of application, and have compatible organizational goals to the applicant organization.
- Applicants to this program are not restricted from applying for, and receiving funding from, other CAC grant programs (including AIS Exposure, AIS Engagement, and AIS Extension) as long as those funds are used for different purposes.
- An organization can submit only one AIS Professional Development application per funding cycle.

- All Applicants must complete a Data Arts Cultural Data Profile and CAC DataArts Funder Report at the time of application.

### **Project Requirements**

- Project must be locally designed and developed in partnership between an arts organization, participating artists and the school(s).
- The project should demonstrate significant planning and should reflect a collaborative relationship between the arts organization and the school (or school district), and between the participating teaching artists and school-based teachers.
- Matching funds may be allocated to stipends for teachers and staff, supplies, and/or other expenses necessary for successful completion of PD.
- Applicant must submit a letter of support from the partnering school, demonstrating commitment from school leadership to the project.
- Professional fees for artists must be included: artist fees should be commensurate with experience and comparable to fees for other local skilled workers. **At least \$3,750 (75% of \$2,500 grant plus match) must be allocated to artists fees.**
- Project activities must explicitly align to National Core Arts, California Visual and Performing Arts, and/or Common Core Standards.
- Matching fund requirement for this program must be met.
- Project must include a Project Coordinator from the arts organization and a Coordinator from each participating school, with shared responsibility for project planning and implementation.

### **Duties and Responsibilities of Coordinators should include, but are not limited to:**

#### **Arts Organization Coordinator should:**

- Develop a specific plan for space, time, equipment and participation with artists and 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 should:**

- Assure that the school provides supplies, materials and equipment necessary for the project
- Reserve an appropriate space for the professional development activity
- Ensure that intended staff is able to participate

#### **Joint Responsibilities should 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

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

- Hospitality or food costs
- 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)
- Fundraising activities or services such as annual campaigns, fundraising events, or grant writing
- Programs of other state or federal agencies
- Programs or services intended for private use, or for use by restricted membership
- Projects with religious purposes
- Operational, administrative or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of these institutions
- Trusts, endowment funds or investments
- Capital outlay, including construction; purchase of land, buildings, or equipment other than consumable production materials; or for the elimination of accumulated deficit
- Out-of-state travel activities
- Expenses incurred before the start or after the ending date of the grant period

### **Application Process**

**CAC Culture Grants** is our online portal for the grant application and review process. CAC does not accept applications through any other means for this program. To apply, new applicants must sign up for a user account to access the CAC Culture Grants system, while returning applicants will log in with an existing user account. Detailed instructions and support can be found at [www.arts.ca.gov](http://www.arts.ca.gov) and via the portal at <https://cac.culturegrants.org>.

### **Review Criteria**

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

*Project Design and Implementation:* Project design indicates realistic timeline, appropriate budget, clear artistic and community-based objectives and achievable outcomes. Design articulates methods to evaluate and measure success, collect and analyze data, and document activities. Design demonstrates depth of participant involvement and clear plans for community outreach and marketing.

*Artistic Merit:* Artists involved in the project demonstrate skills, expertise, and experiences that are central to the outcomes of the project design. California artists are engaged at every stage of project design and execution.

*Community Impact:* Project demonstrates reach and/or depth of engagement in an identified community. Project responds to a need or set of priorities identified with the community to be served. Project execution and evaluation involve significant community participation in accordance with the identified project outcomes.

*Management and Leadership:* Ability of applicant organization to implement proposed project is clearly demonstrated by qualifications of project’s team, viability of project budget, and overall fiscal and managerial health of applicant and partnering organizations.

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

The final authority for grant decisions is the appointed Council. Subsequent to receiving and reviewing the panel’s evaluation, the Council will make final funding decisions at a public meeting.

### **Timeline**

November 15, 2016	Application available
<b>April 5, 2017, 5:00 PM</b>	<b>Application deadline (online)</b>
May 2017	Funding decisions
June 2017	Funding notifications
July 1, 2017 – June 30, 2018	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 agreement—photocopies of signed letters that you have sent to the Governor and your State Senate and Assembly representatives thanking them for your grant.
- Use CAC logo on all printed, electronic materials, and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.
- 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 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: Josy Miller, Arts Education Programs Specialist at [josy.miller@arts.ca.gov](mailto:josy.miller@arts.ca.gov) or (916) 322-6385.**