



Artists in Schools

2016-2017 Professional Development Grant Guidelines

Deadline: March 10, 2016, 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

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California Arts Council



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; to provide for exhibition of artworks in public buildings throughout California; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

Governor of California

Edmund G. Brown Jr.

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.

Arts Council Members

Donn K. Harris,
Chair

Mission: To advance California through the arts and creativity.

Susan Steinhauser,
Vice Chair

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.

Michael Alexander
Phoebe Beasley

Christopher Coppola

Kathleen Gallegos

Jaime Galli

Nashormeh Lindo

Louise McGuinness

Steve Oliver

Rosalind Wyman

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. Each meeting provides a designated time for public comment, although comments may be time-limited.

Executive Staff

Director

Craig Watson

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.

Deputy Director

vacant

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:

Programs Officer

Shelly Gilbride

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.

Address

1300 I Street, Suite 930
Sacramento, CA 95814

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

(916) 322-6555

Toll Free (800) 201-6201

FAX: (916) 322-6575

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.

Website: www.arts.ca.gov

Office Hours

8:00 a.m. - 5:00 p.m.

Monday through Friday

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 GUIDELINES

DEADLINE: March 10, 2016, 5:00 PM

Apply at cac.culturegrants.org



Background

Since 1976, the California Arts Council (CAC) has supported in-school and after-school arts programs that engage local arts organizations and professional teaching artists. The Artists In Schools (AIS) program supports projects that integrate community arts resources—artists and local arts organizations—into comprehensive, standards-based arts-learning for K-12 students. This new pilot category within the Artists in Schools program recognizes the importance of arts-based Professional Development for educators and administrators to make the arts an essential, fundamental part of school curriculum.

Purpose

Awards of \$2,500 will support nonprofit arts organizations and teaching artists to plan and deliver Professional Development (PD) opportunities 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 Student 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
- Developing and implementing specific curriculum activities to include students with disabilities.
- Increasing understanding of the Visual and Performing Arts Content Standards and Arts Learning in Common Core.
- 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 Request Amount

Requests for support should be made for \$2,500. All grant recipients must provide a dollar-for-dollar (1:1) match. In some instances, in-kind donated services for which a market value can be determined may be used for up to 50% of the required match.

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 mission, vision 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 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 full-time students 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 agent 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 agent becomes the legal contractor. The fiscal agent must 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.
- Organization can submit only one AIS: Professional Development application per funding cycle. Applicant cannot apply for an AIS: Planning Grant in the same funding cycle.

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.
- Letter of support from 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 \$1,875 (75% of \$2,500 grant) must be allocated to artists fees.**
- Matching fund requirement for this program must be met.

Project Coordinator Duties and Responsibilities should include, but are not limited to:

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

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 and via the portal at <https://cac.culturegrants.org>.

Review Criteria

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

- *Quality of project:* Project supports co-learning opportunities for teaching artists and school staff. Well-developed project plan with achievable timeline, clear goals and specific objectives; detailed arts activities and appropriate support; project design responds to unique identity and character of school community.
- *Artistic merit:* Artists' skills and expertise support the project goals and learning objectives for participants. Samples of artistic work and /or equivalent teaching; bios/resumes from participating local artists, schedule of artistic activities
- *Project impact:* Project activities designed to instigate participant learning in, through and/or about the arts. Articulation of anticipated impact on artists, teachers, school and arts organization
- *Sufficient assessment and documentation:* Clearly articulated assessment tools and methodology; ability to demonstrate the benefits of the project, including qualitative (storytelling) and quantitative results.
- *Fiscal Leadership and Management:* Project is realistic with achievable outcomes, demonstrates accountability and includes an appropriate and complete budget. Quality of local project team; viability of project budget; overall fiscal health and organizational capacity of applicant; strength of collaborative partnership and evidence of support (letters of commitment from schools).

California Arts Council Decision-making

Peer review panel will evaluate all completed applications. The final authority for grant decisions is the appointed Council. Subsequent to receiving and reviewing the panel 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 \$2,500.

Matching Funds

A match is required. The required match may be from any public or private source. In some instances, in-kind donated services for which a market value can be determined may be used for up to 50% of the required match.

What the CAC Does Not Fund

- AIS Projects that charge students for residency activities
- 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

January 21, 2016	Application available
March 10, 2016, 5:00 PM	Application deadline (online)
Late June	Funding decisions
Late June	Funding notifications
September 15, 2016 – June 30, 2017	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--copies of signed letters 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 or (916) 322-6385.**