



Council on the Arts



Arts Council of Rockland

P.O. Box 275
55 West Railroad Avenue
Garnerville, NY 10923
845-304 4318
www.artscouncilofrockland.org

Arts Education Grants

A program of the Arts Council of Rockland (ACOR) made possible with funds from the Decentralization Program of the New York State Council on the Arts (NYSCA)

COMPLETE GUIDELINES AND APPLICATION FOR 2017
Application Deadline: 1:00 p.m., Thursday November 3, 2016

If there are any accommodations that the Arts Council of Rockland (ACOR) can provide to facilitate your participation in the Arts Education Grants program, please call 845-304 4318 or email: Janey@artscouncilofrockland.org ("Place Arts Education Grants: in the subject line).

What is the Arts Education Grant?

The Arts Education Grants (AEG) is a funding program administered by the Arts Council of Rockland (ACOR). It is funded and supported by the Decentralization Program of the New York State Council on the Arts (NYSCA).

Arts Education Grants support the role that cultural organizations and/or individual artists play in engaging K-12 public school students in rich artistic learning experiences. Regrant funds are directed to cultural organizations and/or artists working in partnership with public schools. Regrant projects must focus on the exploration of art and the artistic process. Inter-curricular collaboration is encouraged but not required.

Arts Education Grants can be executed in one of two ways: K-12 In-School Projects and AfterSchool and Community-based Learning. Funds can support arts education projects that take place in-school during the school day and/or in after-school and community-based settings for youth and/or senior learners. Emphasis is placed on the depth and quality of the creative process through which participants learn through or about the arts. Projects must focus on the exploration of art and the artistic process. Inter-curricular collaboration for in-school projects is encouraged but not required. New or first time Arts Education projects can be prioritized.

Projects must provide:

- Sequential, skills-based study that incorporates one or more art forms and includes a minimum of 5 sequential hands-on learning sessions
- In-depth, age and skills appropriate learning opportunities
- Hands-on, participatory creation and/or learning opportunities in one or more art forms that may culminate in exhibitions, productions, or demonstrations
- Stated learning goals, methodologies and outcomes and a means for evaluation

When is the application deadline?

Applications must be received at the Arts Council of Rockland by **1:00 p.m. Thursday, November 3, 2016**. Applications received after that date and time will not be considered. Applications will not be accepted by fax or E-mail. Early submission is encouraged.

When must the project take place?

Projects must take place between **March 1, 2017 and March 31, 2018**.

What is the range of award and when are they made?

Arts Education Grants provide funds that range from \$500 to \$5,000.

Payment from ACOR will be made to the teaching artist or cultural partner upon receipt of a fully executed contract.

What are the budgetary considerations?

AEG will fund a maximum of 50% of the project's total cash expenses and should include costs for appropriate project evaluation and documentation. In-kind support may account for additional income beyond the cash portion of the project budget. **Funding requests should be primarily directed toward artist fees but may include scholarship support, administrative support and the cost of materials.**

What are the eligibility criteria?

Partnerships between schools and teaching artists or cultural organizations that reside in Rockland County are eligible.

- Applicant must be an individual artist or non-profit arts organization.
- Participating schools must be public. BOCES-related schools are also eligible.
- Schools must be based in Rockland County.
- Cultural organizations must show evidence of non-profit status.
- Partnerships must serve students in grades K through 12.

- A letter of commitment from your partner organization* (school or place or community based organization)

***For ALL applicants working in partnership with a Public School:** A letter of commitment from the partner school to the arts organization or artist must be included with the application in order to be eligible for funding. The letter of commitment must outline in detail the partner(s) support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each partner involved. The partnership letter should be on the partner(s) letterhead and signed by the principal.

***For artists or unincorporated entities working in partnership with a Community-based Organization:** A letter of commitment from the community-based partner to the artist arts organization or unincorporated entity must be included with the application in order to be eligible for funding. The letter of commitment must outline in detail the partner(s) support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each partner involved. The partnership letter should be on the partner(s) letterhead and signed by the director of the partner organization.

In order to be eligible for consideration, projects must:

- Involve at least **five** contact sessions between the same teacher, teaching artist and group of students.
- Have activities and outcomes collaboratively designed, planned, taught, and evaluated by the participating teacher(s), teaching artist(s), and other school and community members.

This program does not fund:

- Projects that replace, or appear to replace, the role of certified arts teachers in schools;
- Private and/or parochial schools;
- Projects with school partners involved in any AEG projects currently receiving direct NYSCA funding;
- Home schools;
- Stand-alone assembly programs, single performances;

Evaluative Criteria

1. Clarity and appropriateness of the goals and expected student outcomes in relation to proposed project activities and grade levels served.
2. Depth and authenticity of the connection between the art and non-art subjects.
3. Degree to which the timeline will allow for reflection, further investigation and fine tuning between work sessions.
4. Clarity, appropriateness, and feasibility of evaluation and student assessment plans.

5. Quality of expertise and appropriateness of proposed artists or professionals.
6. Appropriateness of the members of the planning and implementation team.
7. Appropriateness and cost-effectiveness of the proposed budget.

Is application assistance available?

Yes. Application seminars are free to attend. ACOR holds 5 seminars throughout the county.

Please check our website for a schedule of Application Seminars www.artscouncilofrockland.org

If you are not able to attend any of the application seminars, please call (845-947-3660) or E-mail info@artscouncilofrockland.org to schedule an appointment.

What is the review process?

It is the applicant's responsibility to submit a complete and accurate application. However, as part of the review process, Arts Council staff may contact you to clarify and review information. An independent panel, appointed by the Board of Directors of the Arts Council of Rockland, reviews all applications and makes recommendations for funding.

How are grants determined?

The Panel makes recommendations based on a project's consistency with established guidelines, evaluative criteria and funding priorities. Funding recommendations made by the Panel are reviewed by the Board of Directors of the Arts Council of Rockland. The Board votes to make the final decision on all grants.

How will I know if my project has been funded?

The Arts Council will notify all applicants (by mail) regarding the status of their application. An Appeals Process is in place for applicants who are denied funding and can demonstrate that information was withheld and/or misrepresented, and/or that improper procedure was followed.

Is there an Appeals Process?

Arts Council of Rockland maintains an appeals process to ensure that funding decisions are made on a fair basis. The basis on which you may appeal are:

- **Non-presentation of information:**
Information known to the Council staff prior to the Council's decision that was not presented and that might have altered the decision.

- **Mis-representation of information:**
Information known to the Council staff prior to the Council's decision that was changed in its presentation and that, if presented differently, might have altered the decision.
- **Improper procedure:**
Contention by the applicant that: 1) the review of the funding request by the appropriate panel was biased; 2) the decision by the Council was arbitrary and capricious.

Dissatisfaction with the funding decision is not justification for an appeal. The introduction of new information not submitted with the original application cannot be used to justify an appeal. Appeals must be made in writing, to the Executive Director of the Arts Council of Rockland within 10 days of the written notification of the funding decision. An Appeals Panel will review the request, and will notify the applicant of the funding decision, which will be final. Appeals will be reviewed by a panel separate from the original panel.

If I receive an Arts Education Grant, what will my responsibilities include?

You will be required to comply with the terms of a contract, which include:

- Provide the Arts Council with written notice of the dates, times and location of the funded project;
- Submit a final report and proof of payment to vendors;
- Attend and make presentation at the Grants Awards Ceremony.
- Credit ACOR and NYSCA in all printed materials specific to the project.
- (for applicant who is an individual artist) Provide ACOR with your Social Security Number (as individuals who are grant recipients will receive a 1099 from ACOR).

If I apply for an Arts Education Grant, can I also apply for a Community Arts Grant?

A single applicant is able to submit up to three (3) Decentralization project requests in any combination of categories (Community Arts, Arts Education or Individual Artists Grant). However, maximum funding support to a single applicant cannot exceed \$5,000.

For information about Community Arts Grants, contact Janey Tannenbaum at 845-947-3660 or Janey@artscouncilofrockland.org

Who do I call for additional information?

Call 845-947-3660 or e-mail info@artscouncilofrockland.org

DEFINITIONS

Arts in Education: Arts in education is teaching and learning in which educators and artists collaboratively use the arts as a tool to teach other core subjects, such as reading, writing, math, science, and social studies.

Sequential, skills-based study: Study which focuses on the development of the skills and/or technique required to achieve an articulated level of proficiency. "Sequential" refers to a stepped or ordered process or curriculum for learning and comprehension that gradually builds upon and expands the students' understanding and skill set. (The opposite would be a one-time participatory demonstration of a subject; i.e. how to make puppets. Learning step-step about the construction, engineering and utilization of a puppet over several class sessions is an example of a sequential, skills-based study opposed to a one-time workshop where a puppet is demonstrated and/or constructed in a simple manner).

Teaching Artist: A professional visual, performing, or literary artist with training and experience in an art form and with knowledge of teaching practice who works in schools and in the community. The teaching artist may perform for the students and teachers, may work in long-term or short-term residences in classrooms, or in a community setting, or may lead partners. For the purpose of this application, a teaching artist is not a regular, full-time member of the teaching faculty of the school applying for the grant.

Contact Sessions: Each time teaching artists connect with a core group(s) of students it is considered one contact session. Double classroom sessions do not count as multiple contacts. Contact sessions are separated by a minimum of one day.



Council on the Arts



Arts Council of Rockland

Arts Education Grants – 2017 Application

Application Deadline: 1:00 p.m., Thursday, November 3, 2016

Artist/Cultural Organization:			
Street:			
City:		State:	Zip:
Telephone:		E-mail:	
Cultural Organization Contact Name:		Title:	
Senate District:		Assembly District:	
US Congressional District:			

School:		
Street:		
City:	State:	Zip:
Contact Name:		Title:
Contact Telephone:		Contact E-mail:
Principal:		
Principal Telephone:		Principal E-mail:
Project Title:		
Project Start Date:		Project End Date:
Cost of Project:		Grant Request

Certification and Release: The undersigned certifies that he or she: (1) has knowledge of the information presented in the Application herein; (2) has read and accepted the Guidelines of the Arts Council of Rockland’s Arts Education Grants Program; (3) on behalf of the applicant, releases the Arts Council of Rockland, its employees or agents with respect to damages to property or materials submitted in connection herewith; and (4) that this project is not currently supported by or under consideration for NYSCA ESP or Partners for Arts Education/School Partnership.

Print Name of Artist/Executive Director Of Cultural Organization:
Signature:
Date:
NOTE: All pages must be typed. Margins must be ½ inch on all sides. All pages must be numbered at the top and contain the appropriate heading (Abstract * Detail Statement * Goals, Outcomes and Assessments * Timeline * Community Awareness* Planning and Implementation Team* Previous Funding) in bold-faced type. Page one of the application and

Retype and fill in the blanks to the following statement:

___ (name of teaching artist or cultural organization) requests \$ ___ (grant request) for ___ (number of students) students in grades ___ (indicate grade pre-K-12) at ___ (name of school) for a total of ___ (number of contact sessions) contact sessions to ___ (describe the activity) to learn ___ (identify the learning goal(s)).

Example: Judy Carpenter and Central School request \$2,000 for 30 students grades 4 and 5 for a total of 6 contact sessions to carve simple wooden toys to learn the basics of design and sculpture, integrating this activity with basic arithmetic function and introductory geometry.

1. Detail Statement

Describe what the students, teachers, and teaching artist(s) will do during this project.

2. Goals, Outcome and Assessment

- a. What will students know, understand or be able to do as a result of this project?
- b. How will you measure the extent to which the students have met the learning goals or outcomes?

c. Sample Lesson Plan

3. Timeline

Provide a brief timeline of the project activities. Include planning meetings, teaching artist contact sessions with students, sessions where teaching artist(s), reflection sessions, evaluations, etc.

4. Planning and Implementation Team

Identify the members of the Planning & Implementation Team and any short bios. Include members e-mail and telephone. If the team has a history of working together any past works sample is welcome to be submitted.

Page 4 – Teaching Artist Resume and Recommendations

Attach a resume of the primary Teaching Artist (if applicant is an individual artist) or bio/organizational brochure (if applicant is a non-profit organization) and one letter of recommendation.

Page 5- Budget

Please complete project budget.

Page 6 – Letter of Agreement Between School and Teaching Artist or Cultural Partner

Attach signed letter of agreement between school and teaching artist or cultural partner that outlines the schools' support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each partner involved. The school principal must sign this letter of agreement and it must be on school letterhead.

Check List

Use the check list included with this application to make sure that you have turned in all required materials.

Application Deadline
Applications must be received at the Arts Council of Rockland by
1:00 p.m., Thursday, November 3, 2016

Applications received after that date and time will not be considered. Incomplete applications will not be considered. Applications submitted by fax or E-mail will not be accepted. Early submissions are encouraged.

Mail or bring (hand deliveries are recommended) completed applications to:

Mailing Address:
 Arts Council of Rockland
 55 West Railroad Avenue
 P.O. Box 275, Garnerville, NY 10923

Street Address:
 Arts Council of Rockland
 55 W. Railroad Avenue, Bldg. 24, Room A
 Garnerville, NY 10923

PROJECT BUDGET

EXPENSES

Type of Expense		Amount
Substitute Teachers or Teacher after school time		
Transportation		
Scholarship Support		
Administrative Personnel		
Artist Fees (suggested minimum rate \$250/day, \$40/hour)		
Materials /Supplies		
OTHER (please be clear and thorough)		
Total Expenses \$		

INCOME

Source		In-Kind (place check)	Amount
School			
Parent/Teacher Organization			
Other (Identify)			
Foundation			
Business			

Total Income \$	
Grant Request: (Expenses minus income) \$ <i>This must be the same figure as found on page 1</i>	

Application Checklist

Use the following checklist to make sure you have enclosed all necessary materials. Please submit items in the following order:

Completed Application Form

- Eight collated and stapled copies of the completed, signed application.

FOR NON-PROFIT ORGANIZATION ONLY Must submit **one** of the following that applies to your organization:

- IRS tax exempt letter 501 (c) 3
- Letter from NYS Board of Regents Charter, Section 216 of the Education Law
- Current Bureau of Charities filing receipt
- Letter of acceptance of Incorporation under Section 402, Not-for-Profit Law

1. Applicants must submit samples of the work of artists(s) who will be involved in the project. Submit one work sample(s) in one of the following formats:

Supplemental Materials as indicated below. PLEASE MAKE SURE THAT THESE MATERIALS ARE NOT YOUR ONLY COPY. THE ARTS COUNCIL IS NOT RESPONSIBLE FOR LOSS OR DAMAGE TO MATERIALS.

- Visual Art/ Architecture:** Include with the application up to ten (10), no less than (5) jpg files of the artist’s work that is representative of the work for which funds are requested. Burn jpgs to ONE standard CD. Each jpg must be numbered. Include **ONE** numbered list of the jog files that identify the title, size and medium of the work.

- Literary:** Submit a sample(s) of artist's original writing that is representative of the work for which funds are requested. Number and label each page with artist's name and title of work. Total must not exceed eight (8) pages. Submit **six** (6) collated copies with application.
- Dance, Theater or Musical Theater:** Submit ONE standard DVD of work that is representative of the work for which funds are requested or upload to YouTube with URL and one paragraph description of presented work. You may include more than one work sample on the DVD or upload to show contrast. Samples should be edited for time.
- Music:** Submit either ONE CD or DVD of work that is representative of the work for which funds are requested. You may include more than one work sample on the CD or DVD to show contrast. Sample should not exceed five minutes. Label both box and DVD with performer/organization's name. Include a two to three sentence narrative that identifies what the panel will review. You may upload to YouTube and designate URL along with one paragraph description of presentation.
- Video/Film:** Individuals applying in this category must submit ONE DVD of their original work preferably demonstrating different styles that are representative of the work that resulted from previous school-based projects under the direction of the cultural partner or teaching artist. Include a one-paragraph description of the work submitted. You may upload to YouTube and designate URL along with one paragraph description of presentation.

Support Materials

You may, if you wish, also include a limited number of support materials, including: press clippings, letters of recommendation, brochures, etc. Although we take the greatest care in handling and returning work samples, the Arts Council is not responsible for any loss or damage to them. If you want the Arts Council to return work samples by mail, enclose a self-addressed envelope with sufficient postage. Otherwise, the materials will be discarded.