

The ARTS Council of the Southern Finger Lakes

32 West Market Street, Corning, NY 14830
607-962-5871
www.eARTS.org
ArtsEducation@eARTS.org

GUIDE TO THE LOCAL CAPACITY BUILDING REGRA NT PROGRAM

GOALS

To encourage appreciation of and participation
in the arts as an integral part of everyday life
and to promote understanding of diverse cultural heritage
as a means of cross-cultural communication.



Local Capacity Building is a local Arts-in-Education funding program administered by The ARTS Council of the Southern Finger Lakes. This program is funded and supported by the Local Capacity Building Initiative of the Arts-in-Education Program at the New York State Council in the Arts (NYSCA).

The Local Capacity Building Initiative (LCB) is a statewide effort to provide local support for widespread participation in arts-in-education. To that end, The ARTS was invited by NYSCA to make matching grants in support of partnerships between schools and teaching artists or cultural organizations focusing on the integrated study of the arts and non-arts subjects. Applicants of record for this program will be a school and either an individual teaching artist or a cultural organization. However, eligible projects will involve a direct collaboration between at least one classroom teacher and one teaching artist. Funding decisions are based on the criteria and local funding priorities as they are outlined in this application. The maximum a school may request is \$5,000; the minimum request is \$300. LCB awards typically range between \$500 and \$2,500.

Deadline *The application deadline is Wednesday, December 9, 2009.* Applications must be postmarked by this date. The ARTS must receive hand delivered applications by 5:00 PM, Wednesday, December 9, 2009. Late applications will not be accepted. Application materials available in large print on request.

All Applicants are required to:

- Attend an Application Seminar, and/or
- Meet with **LCB Regrant Coordinator** to discuss project.

Requirements:

- **First-time applicants must attend an application seminar.**
- Discuss intent to apply and proposal with **the LCB Re-grant Coordinator.**
- If this project was previously funded through LCB, describe the evaluation process and improvements/changes.
- Schools must document & publicize funded projects. Printed materials must credit The ARTS and New York State Council on the Arts. Language will be included in award materials.
- Budget requirements are described on page 4.
- A final report of project activities, income, and expenditures is due 30 days after project is completed. Forms will be provided.

Partnership Eligibility Criteria (Who can apply?)

Partnerships between schools and teaching artists or cultural organizations are eligible.

- Schools may be public, private, parochial, or charter. BOCES-related schools are also eligible.
- Schools must be located in Allegany, Chemung, Schuyler, or Steuben counties.
- Cultural organizations must show evidence of non-profit status.
- Partnerships must serve students in grades pre-kindergarten through 12.

Projects are eligible if:

- Projects must occur between January 2010 and January 2011.
- Activities will occur during the regular school day.
- They will involve at least three contact sessions between the same teacher(s), teaching artist(s), and group of students.
- Activities and outcomes will be collaboratively designed, planned, taught and evaluated by the participating teacher(s), teaching artist(s), and other school and community members.
- Student learning goals will address the New York State Learning Standards for both the arts and the non-arts subjects.

***Plus Factors* Proposals may score higher in panel deliberations if:**

- Artists are residents of New York State.
- Contact sessions are separated by enough time for reflection and refining.
- The school's certified art, music, dance, and/or theater teachers participate in the project *in addition to* the non-arts teacher(s).
- Collaboratively designed professional development activities support the project.
- The School partner contributes cash to the project.

This program does not fund:

- Home schools.
- Stand-alone assembly programs, single performances, or one-time visits to cultural institutions.
- Projects that appear to replace the role of certified art, music, dance, or theater teachers.
- Projects that focus on non-integrated, sequential arts education.
- Extracurricular activities that take place after the school day, in the summer, or during non-school hours.
- Programs for which selected students are taken out of regular classes or are self-selected for participation.
- College-level courses, scholarships, contests, or student performing groups.
- Applicants with overdue final reports on previously funded projects.

2009/2010 Local Capacity Building Regrant Program Application Form

Deadline – Wednesday, December 9, 2009

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NAME OF PROJECT _____
PROPOSED PARTNERSHIP DATES _____

Project Discipline Check all that apply

- | | | | | | |
|---------------------------------|--------------------------------------|--------------------------------|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Dance | <input type="checkbox"/> Music | <input type="checkbox"/> Opera | <input type="checkbox"/> Theater | <input type="checkbox"/> Visual Art | <input type="checkbox"/> Design Art |
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Photography | <input type="checkbox"/> Media | <input type="checkbox"/> Literature | <input type="checkbox"/> Folk Arts | <input type="checkbox"/> Multi-disciplinary |

PARTNERSHIP INFORMATION

SCHOOL PARTNER _____
ADDRESS _____
CITY _____ **STATE** _____ **ZIP** _____
SCHOOL DISTRICT _____ **COUNTY** _____
PROJECT COORDINATOR _____
PHONE (WORK) _____ **(HOME)** _____
FAX _____ **EMAIL** _____

ARTIST(S)/CULTURAL ORG. PARTNER(S)

ADDRESS _____
CITY _____ **STATE** _____ **ZIP** _____
CULTURAL ORG. CONTACT PERSON _____
PHONE _____ **EMAIL** _____

Project Budget Information

NONPROFIT STATUS Department of Education Other _____

PROGRAM EXPENSES \$ _____
 MATCHING INCOME \$ _____
 GRANT REQUEST \$ _____

If funded please make check payable to: School Cultural Organization Artist

Certification

The undersigned certifies the following: S/he is the applicant's principal officer with the authority to obligate it; all information contained in this application is true and correct and applicant has knowledge of all information present in application; application is in compliance with all stated eligibility requirements; applicant has read and accepted guidelines of The ARTS' LCB Re-grant Program; applicant will comply with all applicable Federal and State laws when conducting any program activity for which applicant received financial assistance from The ARTS; applicant acknowledges that the proposed budget is currently not supported by or under consideration for NYS Council on the Arts funding.

Signatures:

| | |
|--------------------------------------|---|
| _____ Superintendent or Principal | _____ Project Coordinator |
| _____ School Representative | _____ Artist or Arts Organization Representative |

School Data

Total School Population _____

School Demographic Information (by percentage)

_____ Native American _____ Asian/Pacific Islander _____ African American
 _____ Hispanic _____ White/Non-Hispanic _____ Other

Percentage of students eligible for free or reduced lunch _____

Project Direct and Indirect Constituents Information

Indicate the teachers, classes, and students at each grade level served by this project:

Direct (Core Group)

Indirect

| Grade | # of Students | # of Teachers | # of Classes | Grade | # of Students | # of Teachers | # of Classes |
|-------|---------------|---------------|--------------|-------|---------------|---------------|--------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

If applicable, please estimate of the number of parents and community members served by this project _____

Preparer's Information

Please include preparer's information only if a third party other than the persons listed on page three (3) in the partnership section prepared this grant application. Please note that this information is for The ARTS' staff only. The preparer's information will be used if specific questions pertaining to the grant writing process arise.

PREPARER _____ ORGANIZATION _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 PHONE _____ EMAIL _____

Application Checklist

- Re-creation of this form is permitted but must maintain same format.
- Do not staple** application, narrative, budgets, or attachments (use only bulldog or paper clips).
- Do not use folders, bindings or three-ring binders.**
- Enclose one (1) typed, signed and completed application form – pages 3, 4, 5 – narrative and attachments marked as ORIGINAL.
- Enclose ten (10) copies of pages 3, 4, 5, narrative and attachments.

Attachments checklist:

- Résumés of artists and professionals showing evidence of artistic and teaching qualifications.
- Planning Committee list – include Name, Role in Project, Position or Affiliation.
- Completed Project timeline sheet.
- Cultural organization's mission statement and proof of nonprofit.
- Other support materials to help the panel better understand your arts in education programming history, needs, or proposal (e.g., letters of support for the artist(s) or project, etc.).

Application Narrative Questions

Answer questions 1 – 7 in narrative form on no more than four (4) sheets of white 8½” x 11” paper.
Please copy/paste or retype the questions before each of your answers in no smaller than a 12pt. font.

1. **Project Overview**

In one or two sentences state how much money is being requested and briefly summarize your project.

2. **Detail Statement**

Briefly describe what the students, teachers, and teaching artists will be doing during this project. Please answer each question below in your description.

- What is the topic or theme for the project (e.g., The “Big Idea” – the broad theme that cuts across content areas)?
- What is the need, opportunity, or challenge you are trying to address? Why is it necessary?
- What are the art form(s) and non arts subjects that will be investigated?
- What is the timeframe for the project, including the number of sessions with the teaching artist?

3. **Goals, Outcomes & Assessments**

Please answer each question below.

- What do you want the students to know, understand, or be able to do as a result of this project?
- List what NYS Learning Standards will be covered in both the arts and non-arts curriculum and how they will be addressed.
- Describe how you will assess the extent to which students have met the learning goals. What will you use as tools for assessment? Qualitative assessments are as important as quantitative assessments and may be used.
- If this project was previously funded through LCB, describe the evaluation process and any plans for improvements/changes.

4. **Timeline**

Provide a brief timeline of the project activities.

- Include preparatory and in-progress planning meetings, teaching artist contact sessions with students, sessions where teachers will work with students on relevant content before or between teaching artist sessions, in-class reflection sessions, evaluation sessions either in-class with students or post-residency evaluation sessions with planning team and professional development sessions if any were attended by planning team members.
- For each event on the timeline, list the projected date, who will be in attendance – planning team members, teachers, core student group, teaching artist, administrators, etc. – and what will be covered. This is also a valuable tool for use with your final report (**See Appendix C**).

5. **Community Awareness and Involvement**

- Describe how parents, the entire school, community members, and local government officials will be made aware of, involved in, and benefit from the project.

6. **Planning and Implementation Team**

- Attach a list of the Planning & Implementation Team Members. Be sure to include both the school and the cultural side of the partnership. Include the following information for each: Name, Role in Project, Position or Affiliation, Contact Information (e-mail is preferred). This list can be included as an attachment to the application.
- Provide resume(s) for teaching artists as an attachment. If a cultural organization is a partner, include its mission statement and not-for-profit 501c3 documentation.

7. **Budget Narrative**

- Provide a budget narrative. Detail each item entered on budget page. You may also use this opportunity to describe any additional efforts to secure funding or to provide any additional information pertinent to the budget.

Evaluative Criteria

1. Clarity and appropriateness of the shared educational and artistic goals and expected student outcomes in relation to the proposed project activities and grade levels served.
2. Degree to which the project will strengthen learning of curricula in both the art and non-art subjects.
3. Depth and authenticity of the connection between the art and non-art subjects.
4. Degree to which the project will support the cited New York State Learning Standards in both the art and non-art subjects.
5. Degree to which the timeline will allow for reflection, further investigation, and fine tuning between work sessions.
6. Degree to which certified art, music, dance, and/or theater teachers will participate in the project.
7. Clarity, appropriateness, and feasibility of evaluation and student assessment plans.
8. Quality of expertise and appropriateness of proposed artists or professionals.
9. Appropriateness of the members of the planning and implementation team.
10. Appropriateness and cost-effectiveness of the proposed budget.

Review Process

- After a staff review for eligibility, completeness and accuracy is conducted, an LCB Review Panel, comprised of representatives from various disciplines (i.e. visual arts, media, music, theater, etc.; teaching artists; arts organizations members and community representatives) reviews applications and recommends funding levels for approval by The ARTS' Board of Directors.
- **If the applicant of record does not receive full funding, the program may be modified (upon consultation with the LCB Coordinator) to reflect any financial changes.**
- There are occasions when an applicant is denied an LCB grant and feels that the process was carried out unfairly or incorrectly, or they were denied a grant because of an error in the grants process. For those applicants that believe an appeal is in order after having been informed of the local re-grant decisions an appeals process has been established to provide an avenue to review the fairness of the decision – making process.

Grantee Responsibilities

If awarded LCB funds, applicants are required to:

- Sign, return and adhere to the terms of the funding contract (funding checks will be issued upon receipt of signed contract).
- Notify the LCB Coordinator regarding changes to funded project including, but not limited to, replacing proposed artist(s) and/or cultural organizations, project dates and times.
- Provide the LCB Coordinator with at least two (2) dates to visit the program for auditing purposes (please provide this information at least two (2) weeks in advance of the event).
- A representative of the partnership must attend the LCB Award Presentation Ceremony (date, time and location TBA).
- Credit The ARTS Council of the Southern Finger Lakes and New York Council on the Arts for funding on all promotional materials (language will be provided).
- A final report is due within 30 days after the completion of the proposed project.

Appendix A

The Application Process

- Step One – Contact the LCB Re-grant Coordinator to discuss intent to apply and proposal.
NOTE: First-time applicants must attend an application seminar.
Reservations are required – please call 607.962.5871 x 221
- Step Two – Convene planning team and begin to design partnership.
TIP: Keep a constant eye on the eligibility requirements and create the budget as the narrative is composed.
- Step Three – Complete the proposal narrative by answering the questions provided in the application guidelines.
NOTE: This should be no more than 4 sheets. A font size no less than 12 point should be used.
Complete the proposal budget provided in the application guidelines.
NOTE: Please use the budget form provided. Scan or duplicate the form as needed.
TIP: If you feel your proposal would benefit from more detail in the budget, you could attach a “budget narrative” to provide clarification.
- Step Four - Complete the checklist provided on page five of the application form.
- Step Five - Submit application by Wednesday, December 9, 2009 to:

LCB Regrant Program
The ARTS Council of the Southern Finger Lakes
32 W. Market Street
Corning, NY 14830

Please feel free to contact the LCB Re-grant Coordinator at any point in the process to discuss your proposal. Tom Oberg can be reached by phone 607.962.5871 x 221 or by Email artseducation@eARTS.org

