

ART IN OUR SCHOOLS GRANT



**Grants of up to \$1,000 -
just for school art projects!**

East Central Arts Council

A Program of the East Central Regional Development Commission

100 Park Street South

Mora, MN 55051

(320) 679-4065 extension 30

e-mail: ecac@ecrdc.org

www.region7erdc.org

A program supporting artistic excellence in our schools

This information can be made available in the following alternative formats: Braille, large print, audio tape and computer disk (cd). We also can help your group find a language interpreter to translate these guidelines. To accommodate your request, the ECAC will need at least 10 working days.

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Fiscal Year 2009 Program Guidelines

Deadlines: 2008: AUGUST 1 and OCTOBER 1
2009: FEBRUARY 1 and APRIL 1

A. INTRODUCTION

This program is made possible by funds provided by the Minnesota State Legislature, under a plan designed and operated by the East Central Arts Council (ECAC) for the purpose of enhancing the arts curriculum in education facilities throughout the five county area. The standard for the program is **artistic excellence**. This program will supplement the existing arts curriculum with such programs as artistic residencies, arts related field trips, and special arts events or projects. **Grants of up to \$1,000 are available.** Grants could be used to support all K- 12 students and/or student groups such as drama club, art classes, entire grades, or gifted and talented students.

B. GRANT DEADLINES

Grant applications will be accepted for review by the following dates: August 1, October 1, February 1, and April 1. If the 1st is a weekend or holiday the applications are due the next working day. Applicants must apply at least 45 days in advance of project starting date. The review and notification process takes approximately 4 weeks, payment is 2-3 weeks later if forms are returned promptly. Funds are available on a first-come-first-served basis as long as the proposal fits the ECAC Art In Our Schools program criteria. Schools are required to complete an ECAC funded activity within 12 months of grant review and must keep all project documentation for 3 years following project completion.

C. ELIGIBILITY

The Counties of eligibility include: Chisago, Isanti, Kanabec, Mille Lacs, and Pine. This grant program is open to all public or private non-parochial elementary, middle, secondary, or charter schools in order to support K – 12th grade students. Technical and Community Colleges are also eligible. No school district may have more than two Art In Our Schools grants per fiscal year. **All projects must be those not funded by the school in the last school year. These funds are intended to supplement existing curriculum, not supplant it. Applications found to be repeat projects are deemed ineligible by the Council.**

D. PROGRAM STRUCTURE

The Art In Our Schools program has an allocation in funding from the ECAC. The maximum grant amount is \$1,000. **Early application in the fiscal year is recommended. In addition, applicants are strongly encouraged to contact staff prior to submitting an application to review the project and inquire about funds available.**

E. PROGRAM BASICS (Rules and Regulations)

1. Grant funds must be used within one year from the date of funding.
2. Grants of up to \$1,000 are available. Grants may be for 100% of the Total Project Expenses. However, a match is encouraged. The request for funds should be the difference between the **Total Income (Match) for the Project** and the **Total Project Expenses**.
3. If a match is included in the project budget, the grant requests require a cash match and/or in-kind contributions. The cash contributions must be available and documented.
4. Residencies must allow at least one core group or class of students to work with the artist daily throughout the residency.
5. A teacher must be present in the classroom at all times during residency, special art project, or on the field trip.
6. Residencies, special projects, and field trips must include at least one hour of in-service for artist(s) / teacher contact time.
7. Artists selected should reflect applicable background to the schools needs. Their quality of work will be considered as part of the application process. Criminal history background checks are the responsibility of the school and are recommended.
8. Artist's fees should be at least \$250 per four hour contact day. **If the artist is on the MSAB roster of artists**, fees need to follow the MN State Arts Board (MSAB) guidelines plus expenses. Exceptional costs may be considered where reasonable justification is included in the application. (Schools may be willing to pay a higher fee based on the artist's credentials.) Given these guidelines, fees and expenses are negotiable between the artist(s) and the school.
9. **Residencies** must involve the general community in some significant aspect. Example: receptions, poetry readings, exhibitions of the artist's or students' work, or a public performance.
10. **Field trips and special arts projects** must also involve the general community in some significant aspect. Examples: joint bus trips; slide show reviews; volunteer involvement as guides for particular works; student or teacher sharing program with community groups following a field trip or art project.
11. Applications for field trips may not include costs associated with food or beverages for participants.
12. Grant funds cannot be used for equipment, capital investments, construction, purchases of real estate, endowment funds, purchase or commission of works of art. Nor can funds be used for support of "routine" school arts activities such as one-act type plays, music competitions, etc. **All projects must be activities not funded by the school in the last school year or they will be ineligible.**
13. Granted activities must not be essentially for the religious socialization of the participants, or be primarily historic in nature. Parochial schools are ineligible for these funds.
14. Applicants must submit a **residency or field trip schedule** in addition to the application form, if applicable.
15. The Council does not provide grant funds to schools with past due reports from prior Arts Council funded projects. Please call to determine if this is applicable to your school.
16. It is the responsibility of each school receiving public funds to comply with the Americans with Disabilities Act (ADA) regulations. The ECAC has information about ADA compliance. If you have questions about this, you may contact Arts Council staff.
17. Include the following credit line in all advertising, news releases, printed programs, and promotional material: **"This activity is made possible in part by grant funding from the East Central Regional Development Commission and the East Central Arts Council with funds appropriated by the Minnesota State Legislature."**

F. APPLICATION REVIEW PROCEDURE

1. Review Process

Art In Our Schools grant applications will be reviewed four times per year. Applications must be received by the East Central Arts Council staff no later than the grant (postmark) deadline to be eligible for review. Those received after that date will be reviewed during the following grant cycle. The grant is reviewed by the entire East Central Arts Council. The Council approves, denies, or requests clarification or modification of the grant application. Notification to the applicant is approximately 3-5 weeks after the grant deadline depending on the review date or you can call the ECAC office earlier to find out the allocation results. Applicants are invited to the grant review but are not allowed to provide additional information at that time.

2. Review Criteria

- a. **Artistic Quality and Merit**, demonstrated by:
 - ❖ The artistic quality of the artist to perform the residency (schools must submit the required support materials as outlined below);
 - ❖ The merit of the residency plan, including the artist or field trip schedule;
 - ❖ The involvement of parents and community in the residency; and
 - ❖ Effective use of artist / teacher contact time.
- b. **Ability of the school to accomplish the project**, demonstrated by:
 - ❖ Budget feasibility / fiscal responsibility;
 - ❖ Résumé of the Project Director;
 - ❖ How the residency, field trip, or arts related special project will be publicized, documented, and evaluated;
 - ❖ Feasibility of the residency plan and schedule; and
 - ❖ Number of artist to student contact hours as appropriate to the project.
- c. **Artistic Need for the Project**
 - ❖ Enhancement to the school's current arts curriculum.

3. Required Support Materials:

- a. Résumés of artists involved in residency work and of the project director. Preferably no more than two pages, including education and professional background and teaching or residency experience.
- b. Support material for field trip locations. This should include fliers from professional institutions, scheduling times and dates, performance or exhibition information, etc.
- c. A sample of the artist's work is vital in order to assist in the Artistic Quality evaluation.
- d. If the activity is an arts related special project, the instructor's and project director's résumés and other information supporting the artistic quality of the project.

Follow these directions in preparing ANY of the required written attachments:

- All attachments must be typed on 8 1/2" x 11" white paper, single-sided copy only.
 - Handwritten attachment pages will not be accepted.
- Leave at least a 1" margin at the top, bottom and sides of each sheet.
 - Print or type your school's name on the top of each page.
 - Use black, 12-point type or a larger type size.
 - Do not photo reduce or exceed margins.
 - Do not staple.

4. PAYMENT PROCESS

Upon notification of grant award, the school receives a Notification of Grant Awarded (NGA) and a Request for Payment (RFP) Form. Full payment of the grant is made within 45 days of receipt of the signed (by an authorized school official) form. A Final Report form is included when the grant payment is made. This Final Report is due 60 days after the completion of the art grant project. Failure to submit a final report will result in the school not being considered for funding in the future.