

PAE ~ art\$TART ~ CNY

Partners for Arts Education ~ CNY Grants for Arts in Education

PARTNERS *for* for Partnerships between Central New York Schools and Teaching Artists and/or Non-Profit Cultural Organizations EDUCATION

The **art\$TART** program is a local arts-in-education funding program administered by Partners for Arts Education (PAE), funded and supported by the Local Capacity Building (LCB) Initiative, an Arts in Education Program of the New York State Council on the Arts (NYSCA).

The LCB Initiative is a statewide effort to provide local support for widespread participation in arts in education. To that end, our agency has been designated by NYSCA to grant funding support for partnerships between schools and teaching artists and/or cultural organizations that focus on the interdisciplinary or integrated study of the arts and non-arts subjects. The applicants of record for this program will be a school **and** either an individual teaching artist and/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 funding priorities as they are outlined in these application materials and on our website at www.arts4ed.org.

art\$TART grants are available to all public and private schools, pre-K through 12, in the Central New York nine-county region that includes Cayuga, Chenango, Cortland, Jefferson, Lewis, Madison, Oswego, Onondaga, and St. Lawrence counties. PAE collaborates with BOCES Regional Arts in Education Services for all regions.

Project Activity Dates: January 2008 – June 2008

Deadline & Notification dates:

Application Hard Copy Due Date:	Tuesday, October 30, 2007 postmark
On-Line Cover Sheet Submission Due:	Tuesday, October 30, 2007 midnight
The Panel Review of All Applications:	November 2007
Award and Denial Notification:	December 15, 2007
Funds Available for Distribution:	January 2008

Funding: art\$TART offers matching grants of up to \$2,500 (See Budget requirements on page 7).

Grant Orientation Sessions and **telephone consultations** are available to simplify the grant writing process. All applicants **must** contact Sue Stonecash at PAE by phone/e-mail to register their intent to apply.



Questions?

Contact Sue Stonecash
e-mail: sue@arts4ed.org
phone: 315.234.9911
fax: 315.234.9912

State of the Arts



Partnership Eligibility and Program Requirements

- Partnerships between a (one) school and teaching artist(s) and/or a cultural organization are eligible for funding.
- Schools may be public, private, parochial, or charter. BOCES-affiliated schools are also eligible.
- Schools must be located in the CNY nine-county region including Cayuga, Chenango, Cortland, Jefferson, Lewis, Madison, Onondaga, Oswego, and St. Lawrence counties.
- Partner teaching artists may not be employees of the school.
- Cultural organizations must show evidence of non-profit status.
- Partnerships must serve students in grades pre-kindergarten through 12.
- Activities must occur during the regular school day.
- Programs must involve **at least 3 contact sessions between the same teacher, teaching artist, and group of students**, defined in this application as a “core group.”
- Activities and outcomes must be collaboratively designed, planned, taught, and evaluated by the participating teacher(s), teaching artist(s), and other school and community members.
- Activities must address the *New York State Learning Standards* for both the arts **and** the non-arts subjects.
- All applicants must contact PAE to register their intent to apply.
- Application requires that pre-planning by a representative team has taken place and that the goals for the project, the identity of the artists, teachers, and other stakeholders to be involved in the project have been identified.
- A Final Report of project activities, outcomes, income, and expenditures must be submitted by **July 15, 2008**.
- NYSCA and PAE must be credited on all publications and promotional materials. Logos and language provided.

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

- the teaching 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 planning and implementation of the project with the non-arts teacher(s);
- projects have a multi-year scope and a plan for future expansion within the school;
- they include collaboratively planned and implemented professional-development activities that support the ability of teacher(s) **and** teaching artist(s) to implement program activities;
- the application is for a returning project that has been significantly enhanced or expanded;
- the application is for a first time Arts-in-Education initiative for a school or district;
- having a parent and/or an administrator on the planning team; and/or
- the entire project team attends the **Arts Integration Training Session** offered by PAE in January 2008 (see page 7 for more information).

art\$TART 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 theatre teachers;
- projects that focus on teaching 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 self-selected for participation;
- college-level courses, scholarships, contests, or student performing groups;
- applicants with overdue final reports on previous PAE projects.

Application Cover Sheet

Complete the [On-line Application Cover Sheet](#) and send a printed copy with your application.

The following information will be needed to complete the on-line cover sheet form. Gather all information requested on this page first, then go to the website and fill in the form. Upon finishing the form you will be prompted: 1) to submit it electronically; and 2) to print off a printer-friendly copy of the cover sheet. Send in 10 copies of the printed cover sheet with the rest of your application.

PARTNERSHIP CONTACT INFORMATION

Application Date: _____

Amount Requested: \$ _____

Project Information

Project Name (Title)
 Proposed Partnership Dates (beginning and ending)
 Curriculum Areas Addressed: Arts :
 Non-arts:

Project Primary Contact Person Name/Title/ Phone/Address/e-mail
 (person responsible for all communications with PAE re: budget, reporting, project details)

Cultural Organization Partner Information (if applicable)

Cultural Org Name
 Cultural Org Phone/e-mail/Website
 Cultural Org Address: Street/City/State/Zip
Cultural Org Contact Person Name/Title/Phone/e-mail

School Partner Information

School Name
 School District/County
 Building Principal Name
 School Mailing Address: Street/City/State/Zip
 School Phone/e-mail/Website
School Partner Contact Person/Title/Phone/e-mail

Teaching Artist Partner(s) Information

Teaching Artist(s) Name
 Teaching Artist Discipline
 Phone/e-mail/Website
 Teaching Artist Address: Street/City/State/Zip
Teaching Artist Contact Person Name:

WHO WILL BE SERVED BY THIS PROJECT?

Core Group(s):			
grade	# of students /grade	# of teachers /grade	# of core groups /grade
<i>(expand table as needed)</i>			

Totals			
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A "core group" is a set of students who meet with the same teaching artist and classroom teacher for a minimum of 3 visits. Each visit is a "contact session." A contact session is one class period lasting a minimum of 40 minutes. Double periods constitute one contact session.

Indirect Group(s): Optional			
grade	# of students /grade	# of teachers /grade	# of core groups /grade

Totals			
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Indirect groups are students and teachers who may participate marginally in the partnership.

Number of teaching artist contact sessions with each core group: _____

Total teaching artist contact sessions at the school: _____

Length of each teaching artist contact session: _____

Amount of time between each contact session: _____

PROJECT ABSTRACT: Describe in 2-3 sentences the project for which you are seeking support.

ARTS-IN-EDUCATION GRANT HISTORY:

Identify any partner who has been funded in the past by one of the following funding programs:

NYSCA [Empire State Partnership (ESP) or Local Capacity Building (LCB)];

PAE [art\$TART (CNY LCB); NYS School Arts Partnership (SAP); Technical Assistance Program (TAP)]

New York Foundation for the Arts: NYFA grants; or

Another Arts-in-Education Funder:

Funding Program /Grant	Funding Yr(s)	Partner(s) from this application (school, TA, or cultural org)	Other partner on program named in first column
<i>(expand table as needed)</i>			

BUDGET REQUIREMENTS AND NOTES:

These grants are matching grants. Partnership applicants must show that for every dollar they request from the grant program, they have secured at least one matching dollar in income.

Example:

If a partnership requests \$1000 from the grant program, it must show that it has already secured at least \$1000 in matching income.

Of the matching income, the school partner must contribute an amount that equals at least 50% of the grant request. If the cultural partner is an individual teaching artist, the school will likely contribute the entire match. If the partner is a cultural organization, it may contribute up to one half of the match (i.e., 50% of the request amount) in cash.

In the example above, the school would have to show that it is contributing at least \$500 of the match.

However, if the partner is an individual teaching artist, the school will likely contribute the entire \$1000 match.

If a cultural organization is the partner, it can contribute up to \$500 in cash to help meet the match requirement.

The school's matching funds may be comprised of a combination of cash and in-kind resources. However, the school must show that it is contributing at least 25% of the grant request in cash; the rest may be in-kind donations. See the list below for examples of what constitutes cash and in-kind expenses.

Recommended minimum artist rates: \$250 per school day or \$40 per hour**Examples of EXPENSE AND INCOME line items commonly used in arts-in-ed partnership proposal budgets****EXPENSE EXAMPLES:**

- Substitute teachers to cover when teachers and artists are at planning and professional development meetings.
- Payments to teachers for afterschool work or planning time.
- Materials, supplies.
- Buses for field trips.
- Administrative personnel at the cultural organization.
- Teaching artist fees: planning, professional development, class time.
- Travel reimbursement for teaching artist.

INCOME EXAMPLES: (examples of items that can contribute towards the required match)**CASH:**

- School district professional development funds used toward the teachers' professional development for the partnership.
- School district bus funds that can be used for the partnership.
- School district substitute teacher funds that can be used to release teachers from the classroom for planning time and/or professional development.
- School district Titled funds that could be put toward the partnership to serve eligible students.
- School district funds used to purchase materials or equipment to support the project.
- Parent-teacher organization funds or fundraising events.
- Educational foundation (school district) funds that may be available to teachers.
- Local businesses solicited to contribute.
- Classroom fundraising events.
- Contributed funds from the cultural organization's foundation.
- Community foundations.
- Earned income from the cultural organization.
- Any source other than the New York State Council on the Arts.

IN-KIND:

- Any donated contributions of time, supplies, equipment, and/or space.

Go to www.arts4ed.org to view a sample art\$TART budget.

APPLICATION NARRATIVE QUESTIONS

You can see the [Evaluative Criteria](#) used by the panel to evaluate your application at www.arts4ed.org.
Answer all questions in no more than four typed 8.5 x 11" pages at 12 pt. font

1. THE BIG IDEA

- What are the shared educational and artistic goals and the expected student outcomes for this project?
- Does this proposal address any particular needs of this school population?

2. CURRICULUM AND INSTRUCTION

- List the art and non-art curricular areas on which your project will focus.
- Cite the primary New York State Learning Standards (i.e., ELA, MST, Arts, etc., and the number) in both the arts and non-arts curriculum areas that will be supported. Briefly describe what the students will be doing in relation to the designated standards.
- Provide a work plan in the form of a **timeline** of project activities to describe what will occur in the course of the project. Include planning meetings, artist contact sessions, sessions when teachers will work with students before or between artist sessions, reflection meetings and, if applicable, professional development sessions. **The timeline can be included as an attachment to the application.**
- Will the school arts specialists be involved in the project? If so, in what way?

3. COMMUNITY AWARENESS AND INVOLVEMENT

- Describe how parents and community members will be aware of and/or involved in the project.

4. REFLECTION/ASSESSMENT/EVALUATION How will you recognize success?

- Describe the methods you will use to reflect on the project planning and implementation (*e.g., final feedback session, interim planning meeting(s) to discuss what is and is not working*).
- Describe the methods you will use to capture changes in student learning (*e.g., journal writing, pre/post testing, checklists, etc.*).
- Identify who will be responsible for analyzing and summarizing the information you gather through your project .

5. 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, Address, Role in Project, Position or Affiliation, E-mail, Telephone. **This list can be included as an attachment to the application.**
- Briefly describe the credentials and previous experience of the selected teaching artist(s) who will be involved in the project. If a cultural organization is a partner, include its mission and not-for-profit 501c3 documentation.

6. ONE LAST QUESTION: Lessons learned

- If your partnership previously received arts in education funding for this project, please describe what you learned from your evaluation process and what improvements you plan to implement.

Evaluative Criteria the panel will use to review the narrative application questions:

- Clarity and appropriateness of the shared educational and artistic goals and expected student outcomes in relation to proposed project activities and grade levels served;
- Degree to which the project will strengthen learning of curricula in both the art and non-art subjects;
- Depth and authenticity of the connection between the arts and non-art subjects;
- Degree to which the project will support the cited NYS Learning Standards in both the art and non-art subjects;
- Clarity of the timeline with regard to contact sessions and the degree to which it allows for planning, reflection, further investigation and fine tuning between contact sessions;
- Appropriateness of professional development activities in relation to project goals and expected student outcomes (if applicable);
- Degree to which certified art, music, dance, and/or theater teachers will participate in the project. (If applicable);
- Depth of community and parental involvement;
- Clarity, appropriateness, and feasibility of evaluation, student assessment and analysis plans; degree to which the assessments are aligned with the project goals and objectives;
- Quality of expertise and appropriateness of proposed artists or professionals;
- Appropriateness of the members of the planning and implementation team; and
- Appropriateness and cost-effectiveness of the proposed budget; verification that the required matches and budget requirements have been met.

Is this the first time your team has worked together
in an arts-in-education integration partnership?

PAE offers an *Arts Integration Training Session* for all recipients of art\$TART grants.

Wednesday January 16, 2008: 12:30 - 3:00

or

Wednesday January 16, 2008: 3:30 - 6:00

at the Delavan Center Gallery
501 W. Fayette St., Syracuse, NY 13204

PAE recommends that each partnership commit approximately 6 hours to team planning and training. This should be built into your timelines and budgets. The PAE *Arts Integration Session* may constitute 2 of your planning and training hours. We offer one session during the school day and one after school hours so teams can plan what works best for their schedules and budgets. This is an opportunity for your team to come together with other funded partnerships, get off to a good start, learn about how PAE can help you along the way, and lay the foundation for a successful partnership.

APPLICATION CHECKLIST

- Contact PAE or attend a grant orientation session to register your intent to apply.
- Convene the partnership team to develop a plan for the project.
- Draft the grant proposal and acquire the required signatures for submission.
- Complete and submit the on-line cover sheet by midnight Tuesday, October 30, 2007. Print a copy to include as the cover sheet for your mail-in application.
- Submit by mail the original and **10 copies** of the application postmarked by Tuesday, October 30, 2007.

Be sure to include:

- Cover sheet: A printed copy of the application with contact information and abstract from the on-line form;
- Application questions :Answer the six narrative in no more than four typed pages, 12 pt. font;
- Attachment: Budget completed with signatures of school and artist/cultural administrators.
- Attachment: Project-team member list;
- Attachment: Timeline;
- Attachment: Artist information; and
- Documentation of cultural organization non-profit status, if applicable (one copy only).

SEND TO: **Partners for Arts Education**
 501 W. Fayette St. Delavan Studio 221
 Syracuse, NY 13204

QUESTIONS? Sue Stonecash
sue@arts4ed.org
 phone 315.234.9911
 fax 315.234.9912
www.arts4ed.org

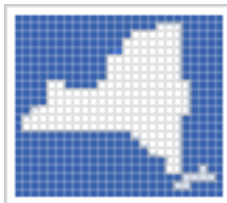
DEADLINE: **Tuesday, October 30, 2007**

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This program is made possible with public funds administered through Partners for Arts Education from the New York State Council on the Arts, a state agency.

State of the Arts



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