

FY17-18 Arts Education: Extension Grant Application Instructions



The **Extension** grant supports after school and summer arts education programs that take place in community and artistic venues, as well as on school sites. (Grants of up to \$18,000)

DEADLINE: January 23, 2018 by 5:00pm

The California Arts Council has a new grant application system, calartscouncil.smartsimple.com. All applications must be submitted in the system. The new system will be able to be accessed for registration and grant program application on **December 5, 2017**.

Registration information and detailed instructions can be read here:

http://arts.ca.gov/programs/program_files/shared_files/CAC_SmartSimple-Registration_InformationFINAL.pdf

Please have the following information and documentation prepared prior to beginning your registration at <https://calartscouncil.smartsimple.com>:

- Applicant organization Federal EIN (or that of Fiscal Sponsor, if applicable)
- Applicant organization DUNS (or that of Fiscal Sponsor, if applicable). Obtain a DUNS number at the following URL: <http://fedgov.dnb.com/webform>
- Accurate organizational contact information including business address, mailing address (if different), county name, organizational phone and fax number (if available), and website.
- Number of years organization has engaged in arts programming within California
- Year organization began arts programs and/or services
- Organizational Mission Statement and purpose
- Brief summary of core organizational programs and services

Application Check List:

Required Support Materials:

- DataArts Funder Report
The California Arts Council requires all applicants to complete a Cultural Data Profile through DataArts (formerly the Cultural Data Project) and submit a Funder Report along with their application. The DataArts Funder Report will be used to assess your organization's fiscal health and activities. You will need two years of financial and programmatic data to fill out your profile. To complete this part of your submission go to the DataArts website: <http://www.culturaldata.org/>
- Key Biographies
Provide brief biographies (not resumes). Include title, experience, and role within the proposed grant. Indicate where positions are new, to be supported by grant funds for the following individuals:
 - Key Administrative Personnel
 - Artistic Personnel
 - Any Consultants to be paid or hired with CAC support

- **Letter of Support or Testimonial**
Please provide a signed statement from a key stakeholder, partner, or member. Statement should substantiate the quality of the organization, and affirm the organization's impact on its constituents.
- **Lesson Plan**
Please provide a detailed example of single lesson plan. Include grade level, artistic discipline, and instructional session (e.g. Week #2), and a detailed description of art activity. Describe the desired learning outcomes for the students. Include the VAPA/NCAS standards addressed (may also include Common Core standards), if applicable. Describe measurement and assessment tools for student success.
- **Teaching Artist Work Samples**
Include up to 3 samples of Teaching Artist work providing evidence of talent and capacity both as artist(s) and as instructor(s). Video samples featuring interaction with students are highly recommended.
- **Student Work**
Please provide up to 2 samples that best portray student work created under the instruction of the Teaching Artist(s).

Required Support Materials for Fiscally Sponsored Projects:

- **Fiscal Sponsor IRS Form 990** (Required for applicant organizations applying with a Fiscal Sponsor)
- **Fiscal Sponsor Letter of Agreement** (Required for applicants using Fiscal Sponsor)
Please provide a joint Letter of Agreement signed by both the Applicant Organization and the Fiscal Sponsor. This letter should indicate mutual commitment to the project and mutual understanding of the roles and responsibilities of each party.

Application Questions:

The following are the questions, both narrative and quantitative, that will be asked on the application, as well as required budget information:

Narrative Questions:

1. Provide a detailed description of your proposed project, including the artistic activities that will occur and a clear timeline.
2. How does the proposed project align with your organizational mission? What arts programming and services has your organization previously provided to the community identified in this proposal?
3. Describe the student communities to be served, and provide an explanation of how and why this specific arts education project will be impactful.
4. What artistic skills and knowledge will the students acquire over the course of the residency? What additional developmental outcomes will students achieve by participating in the program? (See for reference: [Creative Youth Development Framework](#), [California Expanded Learning Standards](#))
5. How will project activities support the realization of these outcomes?
6. In what ways will Teaching Artists measure achievement of student artistic and developmental outcomes? How will the Teaching Artists use these assessments to refine and develop ongoing instructional strategies?

- How will Teaching Artists work actively to engage English language learners, students with disabilities, and other students with barriers to access in all aspects of this program?

Quantitative/Short Answer Questions:

- # of artists directly involved
- # of youth benefiting
- # of total individuals benefiting
Enter the total number of individuals who will directly be involved with the anticipated activity/activities. This includes the artists directly involved and children/youth benefiting, as well as actual audience numbers and other non-artist project participants.
- # of sites to be served
- # of sessions each student will experience
- # of individuals to be compensated through this grant.
- Artistic disciplines to be taught in this residency (E.g. Theatre, Dance, etc.)
- Grade levels to be served
- Duration and occurrence of sessions (e.g. 1 hour, twice a week for twelve weeks)

Budget Tables:

You will be required to submit a line-item project budget, including anticipated matching funding.

You will also be required to fill out a Source of Match table, indicating matching sources and the status of the matches (e.g. Pending, Confirmed, etc.). Up to 50% of the match may be in kind.

Ranking Guide:

A peer panel reviews all applications and work samples in a multi-step process that involves assigning numerical ranks to each application. The 6-point ranking system below is utilized and panelists' ranks are averaged to obtain the final score.

For each of the following rankings, the description refers to the contents of the application submitted, including work samples and attachments.

6	Exemplary	Meets all of the review criteria to the highest degree possible
5	Strong	Meets all of the review criteria in a significant manner
4	Good	Meets all of the review criteria to some extent; however, areas of the application need improvement, development or clarification
3	Marginal	Does not meet the majority of the review criteria in a significant manner
2	Weak	Significant inadequacies in addressing review criteria; proposals that do not meet the program requirements
1	Ineligible	Incomplete applications, applications that do not meet eligibility criteria or that include significant ineligible expenses in application budget. Former grantee organizations not in compliance with CAC grant requirements.

Below, the qualities of exemplary applications (Ranked 6) in the Arts Education: Extension are outlined, and the key areas of the application in which those criteria will be assessed are identified.

Review Criteria #1: *Project Design and Implementation:* Project design indicates realistic timeline, appropriate budget, clear artistic and community-based objectives and achievable outcomes. Design articulates methods to evaluate and measure success, collect and analyze data, and document activities. Design demonstrates depth of participant involvement and clear plans for community outreach and marketing.

Qualities of Exemplary Applications:

- Project activities, budget and timeline are clearly articulated and support the realization of specific student achievement outcomes.
- The outcomes meaningfully engage arts education standards and frameworks, such as Creative Youth Development Frameworks and California Expanded Learning Standards.
- Resources, including time and funds, are effectively allocated.
- The program design includes specific tactics to ensure that both non-native English speakers and students with disabilities have equitable access and will be included.
- Applicant maps robust plan for community engagement, including the dissemination of program impact.

Areas of Assessment:

- Narrative questions
 - Project budget
 - Sample lesson plan
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Review Criteria #2: *Artistic Merit:* Artists involved in the project demonstrate skills, expertise, and experiences that are central to the outcomes of the project design. California artists are engaged at every stage of project design and execution.

Qualities of Exemplary Applications:

- Teaching artists are highly skilled and experienced both as artists and instructors.
- Teaching Artists use innovative and culturally responsive approaches to support student learning in the arts.

Areas of Assessment:

- Teaching Artist(s) biographies
 - Work samples
 - Sample lesson plan
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Review Criteria #3: *Community Impact:* Project demonstrates reach and/or depth of engagement in an identified community. Project responds to a need or set of priorities identified with the community

to be served. Project execution and evaluation involve significant community participation in accordance with the identified project outcomes.

Qualities of Exemplary Applications:

- The needs and contexts of the particular student population(s) being served guide the development of outcomes and activities. Curriculum is responsive to the cultures represented by the student communities.
- Application outlines a thoughtful and plausible plan for ensuring equitable access to all students, including specific tactics to mitigate the potential hurdles of transportation and tuition.
- Applicant demonstrates history of achieving measurable student learning outcomes.
- Organization uses ongoing evaluation to assess programmatic strengths and areas for growth.
- Program design uses evaluation data to improve the program continuously.

Areas of Assessment:

- Narrative questions
 - Student work samples
 - Letter(s) of support
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Review Criteria #4: *Management and Leadership:* Ability of applicant organization to implement proposed project is clearly demonstrated by qualifications of project’s team, viability of project budget, and overall fiscal and managerial health of applicant and partnering organizations.

Qualities of Exemplary Applications:

- Organizational leadership has significant experience in arts education.
- Organizational mission aligns with arts education program goals.
- Staff and board membership are diverse and representative of the program constituents.
- Organization demonstrates strong fiscal health overall.
- Project budget is thoroughly and realistically developed, and is fully aligned with activities stated in narrative.
- Application, including project narrative and budget, are complete and free from error.

Areas of Assessment:

- Key biographies
- Organizational profile
- DataArts funder report
- Project budget
- Completeness and accuracy of application overall