

ADDENDUM: State-Local Partners and Poetry Out Loud Implementation

SLPs will receive an additional POL coordination award of \$2,300, plus a Travel Stipend for the county champion and their chaperone to travel to and from State Finals Competition, in an amount based on their geographic distance to Sacramento.

POL Purpose and Funding Amounts

Poetry Out Loud grants provide for the coordination of program implementation on the county level by Partner Agencies. Grant funds are to be used for the following purposes:

- **Coordination:** \$1,500 of the grant is to be used to compensate staff labor in planning and executing the Poetry Out Loud program at schools around the county. Please see “POL Project Requirements” below for an overview of these responsibilities.
- **Coaching and Teacher Training:** All POL grantees will receive \$800 for coaching and training purposes. These funds may be used to retain a POL Poet Teaching Artists, other in-class poet instructors, and/or to offer professional development opportunities for classroom teachers. These opportunities might include hosting a workshop for interested teachers or hiring a consultant to assist a cohort of teachers in incorporating POL into their curricula.
- **Travel Stipend:** The final portion of the grant, the amount of which is determined by the CAC based on the Partner Agency’s proximity to Sacramento, subsidizes travel costs to and from the State Finals Competition for the county champion and his or her chaperone.

Matching Funds

Matching funds are *not required* for any portion of POL funding. While a match for POL support is not required, POL Partner Agencies are encouraged to identify additional revenue streams to support POL activities wherever possible.

POL Project Requirements

The following are the required responsibilities of the grantee in the coordination of the Poetry Out Loud (POL) program within their county.

- SLPs implementing POL in their counties are responsible for following POL Project Requirements and completing all Scope of Work duties, as provided at the beginning of the POL cycle.
- Publicize the availability of the POL program throughout county.
- Serve as liaison to Lead Teachers and facilitate the registration of participating schools.
- If Partner Agency will be working with Poetry Teaching Artist, serve as liaison between Lead Teachers and Poetry Teaching Artists, providing support for Poetry Teaching Artist participation; and accept invoices and provide payment in full.
- Facilitate classroom and school participation through the distribution and implementation of curriculum materials.
- Provide support for the planning and monitoring of school-wide competitions.
- Coordinate and produce a County Finals competition, to take place on or before **February 15, 2018**, providing County Final results to CAC.

- Include CAC on communications with County Champion and their Chaperone regarding preparation and logistics for State Finals participation.
- Disperse transportation stipend to the County Champion and their Chaperone and assist as needed with travel arrangements to and from the State Finals competition.
- Provide general marketing and publicity support for POL.
- Use CAC and NEA logos on all printed, electronic materials, and websites (programs, catalogs, postcards, posters, newsletter, leaflets, publications, etc.) that specifically reference POL.
- Pursue additional financial support (from individuals, foundations, corporations etc.) for project implementation and travel arrangements for County Champion, as needed.
- SLPs implementing a POL program will be required to complete the POL Final Report and submit CAC/NEA survey along with the SLP final report.

POL Application Process

SLPs implementing POL in their counties will indicate their participation within the SLP Application via CAC Culture Grants <https://cac.culturegrants.org>. This indication will activate the necessary POL form pages.

In addition to standard applicant information, the POL application requests the following:

- Indication of a minimum of two participating schools in the county, including information on key contacts at those sites.
- Dates for countywide competitions, to take place no later than February 15, 2018.
- Plan for use of Coaching and Training funds.

Review Criteria and Application Evaluation

For FY17-18, as new SLPs onboard to become POL partners, participation in POL will have no effect on the competitiveness of an SLP application. While the POL application is included in the SLP application process, it will be adjudicated separately during this transition.

For questions regarding the Poetry Out Loud program and this Addendum, contact **Josy Miller, PhD, Arts Education Programs Specialist** at josy.miller@arts.ca.gov or (916) 332-6385.