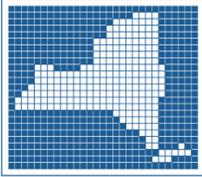


State of the Arts



NYSCA

New York State Council on the Arts
300 Park Avenue South, 10th Floor
New York, New York 10010

212-459-8800
www.arts.ny.gov

Arts Education

Kathleen Masterson, Program Director, kathleen.masterson@arts.ny.gov
Karen Helmerson, Senior Program Officer, karen.helmerson@arts.ny.gov
Christine Leahy, Program Officer, christine.leahy@arts.ny.gov

NYSCA is committed to nurturing the creativity of all New York's citizens, especially the learners and leaders of tomorrow. We believe that the arts are intrinsically educational and integral to teaching and learning, both in school and community settings. Arts Education Program support may involve any arts discipline supported by NYSCA. Multidisciplinary projects are welcome.

The NYSCA grant program strives to make investments of public funds that serve all communities and people that comprise New York State's citizens and visitors. NYSCA strongly supports, values and encourages the sustained and concerted efforts of non-profit art, culture and heritage organizations to be inclusive and have its workforce, artists and programmatic offerings reflect New York State's diversity of people, geography and artistic interests.

Types of Support Available:

Applicants may make a total of two requests Council-wide, except in categories exempt from the two-limit request (see below). Applicants wishing to make two requests in the Arts Education project categories in FY15 should first speak to Program staff regarding eligibility for General Support.

General Support is provided for organizations whose primary mission is arts education. General Support applicants may not apply in the project categories below, and are limited to one additional request Council-wide.

Project Support is provided for applicants from a variety of arts disciplines in the following categories:

1. Community-Based Learning
2. K-12 In-School Programs
3. Services to the Field

Regrants and Partnerships Support is made by invitation from the Council only, and is exempt from the Council-wide two-request limit.

Eligibility to Apply for other NYSCA Support and Exemptions from the Two-Request Limit:

Organizations applying for or receiving General Support from NYSCA may also apply for Project Support in one other program. Sponsored applicants and those funded under the following programs are exempt from the two-request limit:

Architecture and Design Program - *Independent Projects category*

Dance Program – *Rehearsal Space and Residencies category*

Electronic Media & Film Program – *Workspace, Art & Technology category*

Facilities Program - *All categories*

Folk Arts Program - *Apprenticeships category*

Folk Arts Program - *Regional and County Folk Arts Programs category*

Individual Artists Program – *All categories*

Literature Program – *Translation category*

Regional Economic Development Program – *All categories*

State and Local Partnership Program - *Decentralization category*

All Programs - *Regrants and Partnerships category*

Evaluative Criteria:

Grant requests are evaluated in accordance with agency-wide criteria.

K-12 IN-SCHOOL PROGRAMS

Kathleen Masterson, Program Director, kathleen.masterson@arts.ny.gov

Karen Helmerson, Senior Program Officer, karen.helmerson@arts.ny.gov
Christine Leahy, Program Officer, christine.leahy@arts.ny.gov

The K-12 In-School Programs category funds cultural organizations that work in partnership with public schools and public school arts teachers to focus on the in-depth exploration of art and the artistic process. The category supports collaborative projects that bring teaching and resident artists into the schools and emphasize the making of art. Cultural organizations are required to apply with an identified educational partner such as an individual school, a group of schools, a district, or a BOCES. Applicants for new as well as long-term partnerships are welcome to apply.

NYSICA does not fund partnerships that replace, or appear to replace, the role of certified arts teachers in public schools.

Priorities:

The K-12 In-School Programs category welcomes applications from a wide range of projects that:

- Focus on the development and implementation of *sequential, skills-based arts study* that incorporates one or more clearly identified art forms. Projects may enhance learning in the arts or non-arts disciplines, but must *place the arts at the center of the learning experience*;
- Provide *hands-on experiences* for students in the process of creating and understanding art, and place emphasis *on the quality and authenticity of the creative process* through which students learn in and about the arts;
- Are conceived, planned, and implemented by *arts professionals and school-based educators working together* to utilize the resources of the cultural organization, the school, and, where possible, the wider community. The project should reflect a collaborative relationship between the arts organization and the school, and between the participating artists and school-based teachers. School partners are required *to provide a letter of support* for the project that *documents the school's contribution of matching funds* appropriate to the school's budget;
- Offer students an expected *minimum* of 6 artist contact sessions or 6 hours of arts instruction led by teaching or resident artists. Longer-term projects that provide students with 10 or more sessions with the artists are the preferred standard (*please see Eligible Expenses, below*). Double periods constitute two contact sessions and are strongly encouraged where feasible;
- *May or may not culminate in an event or finished product* such as an exhibition, performance, or a presentation of a work-in-progress;
- Occur *during the regular or extended school day*, but not as part of a recreational after-school program. Extracurricular activities that take place after the school day, in the summer, or during non-school hours may be eligible for support in the Arts Education Community-Based Learning Category. Please refer to those guidelines.
- *Serve at least one class* in the school(s) or are school-wide. Applicants are welcome to apply in this category for *related programs occurring in one or more schools*;
- Are directed toward *development of affective, cognitive or aesthetic abilities*. Please refer to the Common Core Education Standards Initiative: www.corestandards.org

and the New York State Arts Standards:
<http://www.p12.nysed.gov/ciai/arts/artstand/home.html> for guidance;

- *Incorporate sufficient planning, evaluation and assessment* by arts organizations and partner schools. Applications must include written documentation of the planning and assessment processes that address the clearly articulated goals and learning objectives of both the cultural partner and the school. *Planning requests must contain a component of project implementation.*
-

Eligibility Criteria:

In order to be eligible to apply for K-12 In-School Programs, an applicant organization must meet the following minimum criteria:

- It must be a governmental or quasi-governmental entity, a tribal organization, or duly incorporated non-profit organization, either incorporated in NY State or registered to do business in NY State, with its principal place of business located in NY State; and
 - Unless it is otherwise exempted from prequalification, the nonprofit must be prequalified to do business with NY State by the time of the NYSCA application submission deadline date. For more information about how to Register and Prequalify in the Grants Gateway, click [here](#).
-

Application Instructions:

To align with New York State's Grants Gateway, the NYSCA application process has changed from years past.

Applicants will now need to submit information in **both** the NYSCA application portal and the Grants Gateway Grant Opportunity Portal

Through the [NYSCA application portal](#)*, applicants will submit:

1. Organization Profile
2. Organization Budget
3. Registration
4. Program Application

All of the above required submissions are available on the NYSCA website as fillable forms and are accessible to registered NYSCA account holders*.

Upon submitting the Program Application through the NYSCA portal, applicants will be able to view all four required documents in a single window. This information can then be saved as a pdf.

Copies of the four required documents must then be uploaded to the Grants Gateway Grant Opportunity Portal (See Below).

Through the [Grants Gateway Grant Opportunity Portal](#), applicants will also submit:

1. Project Budget
2. Work Plan
3. [Cultural Data Project NYS Funder Report](#)
4. Mandatory Support Materials (See Below)
5. Copies of the Organization Budget, Organization Profile and Program Application as submitted to the NYSCA application portal.

Failure to complete any of the requirements will deem applications ineligible. No exceptions will be made to this policy.

*New applicants can create a NYSCA account [here](#)

In the event that an applicant fails to submit one or more of the required materials, the application will not be eligible for review.

Also note that you must be prequalified before the Grant Opportunity Portal closes! Please be sure to check your status and clear up any outstanding deficiencies with your document vault before submitting your application!

Eligible Expenses:

- Requests in the K-12 category should not exceed a maximum of 50% of a project's total cash expenses.
- All participating teaching artists or artists-in-residence must be compensated.
- NYSCA funding is directed toward the following expenses. These costs should be detailed in the Project Budget and the Project Budget Notes:
 - fees for teaching artists and artists-in-residence for the project.
 - costs for project assessment, evaluation and documentation.
 - costs of art materials.
 - costs of transportation of art materials or musical instruments necessary for the project.
 - administrative personnel costs representing no more than 15% of the applicant organization's total administrative costs for the project, which may include project director and consultant fees.
- Eligible projects must require students to participate in a minimum of 6 artist contact sessions or 6 hours of arts instruction led by teaching or resident artists. Longer-term projects that provide students with 10 or more sessions with the artists are the preferred standard. Costs for activities such as attendance at single performances or one-time visits to cultural institutions are eligible for support only if these activities:
 - include teaching or resident artist contact sessions before and after such visits or performances
 - are an integrated component of the entire project

- are led by the artists and sessions are part of the project.
 - Any travel time related to these types of activities *may not* be included in the minimum requirement of student participation in 6 sessions or 6 hours of arts instruction.
-

Mandatory Support Materials for K-12 Requests:

The following mandatory support materials must be submitted by uploading into the Pre-Submission Upload menu in the Grants Gateway Grant Opportunity Portal along with the Online Application.

Accepted File Types: Adobe Acrobat PDFs, Microsoft Word DOC or DOCX, Microsoft PowerPoint PPT or PPTX. To submit URLs, please create a Word or PDF file with a list of URLs with any notes or description. URLs cannot be password protected and must remain live until December 31, 2014. NYSCA is not responsible for any broken, inactive or password protected links.

In the event that an applicant fails to submit one or more of the following required materials, the application will not be eligible for review. For a more detailed description of how to submit your support materials for this application, please click [here](#) for more information.

1. *Organization Profile* - submitted on the NYSCA website as soon as possible contiguous with or before the application submission date. Save the completed Organization Profile as a PDF and upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
2. *Organization Budget* - submitted on the NYSCA website as soon as possible contiguous with or before the application submission date. Save the completed Organization Budget as a PDF and upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
3. *Cultural Data Project New York State Funder's Report* **and** the most recent audit or financial statement relied on to complete the CDP Funder's Report.- Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
4. *Résumés or biographical statements* of up to 3 key staff, maximum of 1 page each - upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
5. *Organizational Chart* - submitted contiguous with the Online Application Form and upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
6. *Up to 5 representative marketing materials* (sample programs, flyers, catalogs or brochures) that reflect activity for the past year. Do not include press coverage, reviews or notices.- upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
7. *Website, Facebook, Twitter, YouTube, and other social media links.* We also reserve the right to review any/all of these online sources as part of your application. – upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
8. *A written letter of commitment from the school partner(s)* to the arts organization that demonstrates the schools' support of the project (financially and otherwise) and outlines

anticipated roles and responsibilities for each partner involved. The principal should sign this letter of agreement and it should appear on the school(s) letterhead.

9. *Video documentation of past classes workshops or arts activities* demonstrating the quality of the interaction of teaching or resident artist/s with students, as well as examples of student work. Panels view no more than three minutes of video, so please indicate clearly which portion of a longer sample should be viewed first. Note what phase of the project the sample represents (e.g., “fifth week of ten-week session,” “culminating event,” etc.). Additional videos, such as promotional videos, are optional and should be labeled with the preferred order of viewing.
10. *Sample units or lesson plans, differentiated by grade.*
11. *Samples of materials that demonstrate the educational work of the organization.* All to be uploaded into the Grants Gateway. These may include, but need not be limited to:
12. *Additional materials* – may be uploaded to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application. Please label additional materials, such as promotional videos, in preferred order of viewing, i.e., “Additional Support Materials #1, #2, etc.

All of the above, if applicable should be uploaded to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.

Application Narrative Questions:

Artistic/Programmatic

1. Project Description -

Provide a brief description of the proposed project that includes:

- The arts discipline/s to be taught.
- The number of artist contact sessions per student.
- The grade level/s of students involved.
- The numbers of students served per grade and per school, and the total number of students served by the project.
- The names/locations of proposed partner schools and whether they have Title I designations.

2. Goals/Outcomes-

What are the intended goals and outcomes for the proposed project?

3. Project Plan-

Using a clear timeline, outline how the project will be managed to achieve the intended goals and outcomes. Describe the roles of project managers, artists, teachers, and other key project personnel.

4. Lesson Plan-

Using a clear timeline, discuss the key activities the students will engage in to achieve the goals and outcomes of the project over the course of study. Include attendance at professional performances or exhibitions. A detailed unit or lesson plan *by grade* is required as support material.

5. Achievements and Challenges-

What challenges are anticipated in launching and maintaining the proposed project? If this project has been supported previously in this category, please indicate how it has evolved and developed, including both challenges and achievements.

6. Arts Instruction-

Describe how this project will enhance or complement sequential arts instruction and other arts programs (including those provided by other cultural partners) at the school(s). List other cultural partners that are currently providing arts programming in the school(s) and what projects they are involved in at the school/s.

Managerial/Fiscal

7. Planning Process-

Describe the process by which the project plan was developed. Who participated from the school and who participated from the arts organization? How often did the planners meet?

8. Evaluation and Assessment-

Describe plans for evaluating the project, including how progress toward stated goals will be measured. Describe how the impact of this project will be assessed as it relates to artistic accomplishments and educational gains for the participants. Indicate if an evaluation report will be generated and how it will be utilized, noting staff or consultants involved.

9. Partnerships-

If applicable, describe the applicant organization's past relationship with the school(s). How will the evaluation of this partnership's previous and current planning efforts bring changes and improvements to the implementation of this project?

10. Finances-

- Describe plans for meeting the expenses of this project.
- Will the scope of the project change if the full request for NYSCA funding is not received? Please explain.
- Utilize the Budget Notes section of the Project Budget to explain the following information pertaining to the project's income and expenses:
 - Contributed Income - detail sources, and whether funds are confirmed or pending.
 - Dollar amount of the school match.
 - Artistic Personnel – specify daily or hourly rates and prorated salary of relevant staff.
 - Administrative Personnel – indicate prorated salary or fees for this project, including costs for outside evaluation and assessment. (This should not include school personnel).

- Remaining Operating Expenses – itemize the principal expenses not included in other expense categories.

Service to the Public/Outreach

11. Project Context-

Briefly describe the partner school and its community. If applicable, discuss how the project relates to them.

12. Community Engagement-

How will parents, guardians and community members be involved in the process?

Include plans to involve parents or guardians in the classroom or in culminating event activities.

13. Marketing-

Describe how the applicant organization will reach the target population to be served by this project. How will the project be promoted and publicized?