

Prairie Lakes Regional Arts Council

207 N. State St., Suite A, Waseca, MN 56093-2930

(507) 833-8721 or (800) 298-1254

plrac@hickorytech.net * www.plrac.org

ARTS-IN-EDUCATION GRANT

Fiscal Year 2011 Program Guidelines

July 1, 2010 – June 30, 2011

Deadline: 1st of each month

A. GRANT DEADLINES & POLICY INFORMATION

The grant program is open to all public or private non-parochial elementary, middle or secondary schools (K-12) in the nine county area. Cooperation between parochial and public schools is encouraged.

1. The monthly deadlines are July 1, 2010 thru May 1, 2011, or until funds are exhausted. Applicants should submit an application at least 60 days in advance of the project starting date. The review and notification process takes approximately 4 weeks; payment is one month prior to the event. The arts council encourages innovative programming and growth. Repeat projects may not always be funded. School Applicants may only receive one of these grants per fiscal year; and the grant must be used within one year.

2. Arts-In-Education Grants are matching grants ranging from \$500 to \$1,500. The purpose of the Program is to provide educational partnerships between local and regional professional artists and (K-12) schools within the nine county area. Projects can be for artist residencies, live arts performances, mini-workshops and arts related field trips.

3. Grants may not exceed 50% of the Total Project Expenses. The maximum request should be the difference between the Total Project Expenses and the Total Income (Match) for the Project. Projects must be completed within one year of the awarding of the grant, unless an extension has been specifically requested and granted. Applicants must submit information on the official application form and attach a typed or computer generated written response to the questions. Attachments include artist resumes, supporting materials, residency schedule, etc. by the deadline date.

4. One Arts-In-Education (AIE) grant per school building is allowed each fiscal year. When a school district is located in more than one county, the grant is credited to the county of the school building site where the grant will be performed. If you have any questions about the county your grant is credited to, contact the PLRAC staff.

5. The Arts-In-Education School Applicant must contact staff prior to submitting an application to review the project, budget and inquire about funds available. Early application is recommended as this is a first come, first serve program. Applicants may only receive one of these grants per fiscal year.

The Prairie Lakes Regional Arts Council serves Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, and Watonwan counties. This program is made possible by funds provided by the Minnesota State Legislature, under a program designed and operated by PLRAC. A different program available to schools through Prairie Lakes is called the Arts and Cultural Heritage Fund, Arts Education Category, with a maximum grant of \$4,000. This grant is for larger budget school residencies and programs; but is not meant to supplant discontinued or nonexistent arts programs in schools. Projects must be clearly separate and carried out independently of one another.

B. APPLICATION REVIEW PROCEDURE

Arts-In-Education grant applications will be reviewed on a monthly basis. Applications must be postmarked by the 1st of each month to be eligible for review that month. Those received after that date will be reviewed the following month. The board may recommend approval at the full amount requested, a partial grant, or denial of funding. On occasion the board may request clarification or modification of the grant application; prior to approval. **Notification is approximately 4 weeks after the grant deadline.** The arts council encourages

innovative programming and growth. Repeat projects may not always be funded.

C. PAYMENT PROCESS

Upon notification of acceptance, the grantee receives a Contract, Request for Payment Form, and a Final Report Form. Full payment of the grant is made to the organization one month prior to the event after they submit their signed Contract and Request for Payment forms to the PLRAC office. The Final Report is due 60 days after the completion of the project. Failure to submit a final report will result in the grantee not being considered for funding for the next two years.

D. GRANTEE RESPONSIBILITIES

The grant recipient must:

1. Not limit participation in the project on the basis of national origin, race, color, religion, age, sex, handicap, or ability to pay.
2. Use grant funds only for the expenses described in the project grant application.
3. Be responsible for completion of the project and for proper management of the grant.
4. Maintain records and receipts showing evidence of grant expenses and income.
2. Submit the Final Report form within 60 days of completion of the project.
3. Include the following credit line in all advertising, news releases, printed programs, and promotional material: **"This activity is made possible by a grant provided by the Prairie Lakes Regional Arts Council, from funds appropriated by the Minnesota State Legislature."**

NOTE: Upon request, PLRAC grant application materials will be made available in an alternate format such as large type, disk or on audiotape. Please call the PLRAC office in Waseca at 1-800-298-1254. For individuals with a disability and in need of TTY, contact the Minnesota Relay Service at 1-800-627-3529.

I. GENERAL INFORMATION FOR ARTS-IN-EDUCATION GRANTS

A. Arts-In-Education Program Rules

1. Grant funds must be used within one year from the date of funding.
2. **Arts-In-Education grant requests require a 50% Match, both Cash and In-Kind contributions will be allowed in this program in FY 2011; however, not more than 25% of the match can be in-kind.** The maximum request should be the difference between the Total Income (Match) for the Project and the Total Project Expenses.
3. Residencies, mini-workshops, live arts performances and field trips must include at least one hour of in-service for artist - teacher contact time.
4. Schools should select artists that have credentials that meet their needs. Their quality of work will be considered as part of the application process.
5. Grant funds cannot be used for equipment, capital investments, construction, purchases of real estate, endowment funds, purchase or commission of works of art, or solely for production costs associated with the creation of an arts event, such as costumes, sets, matting and framing. Funds can't be used for support of "routine" school activities in theater, dance, music and visual arts such as: school plays, one-act plays, dance line, pop concerts, music competitions, visual art classes and displays, etc.
6. Applicants must submit a schedule for the artist residency, mini-workshop, live arts performance or field trip in addition to the application form.
7. Grantees must include the following credit line in all advertising, news releases, printed programs, and promotional material: **"This activity is made possible by a grant provided by the Prairie Lakes Regional Arts Council, from funds appropriated by the Minnesota State Legislature."**

B. Artist Residencies

1. Residencies must allow at least one core group or class of students to work with the artist daily throughout the residency.
2. A teacher must be present in the classroom at all times during a residency.
3. Artist's fees should be at least \$250 a day and may need to follow the MN State Arts Board (MSAB) guidelines, presently \$250/day plus expenses, if the artist is on the MSAB roster of artists. 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.
4. Residencies must involve the general community in some significant aspect. Examples: receptions, poetry readings, exhibitions of the artist or students' work, or a public performance.

C. Mini-workshops and Live Art Performances

1. These activities must involve a significant number of the students at the school, and involve the general community in some significant aspect (i.e. parents and community members notified and invited to the performance, information in school newsletter or letter to the editor in paper, etc.).
2. Must show artistic quality and represent one of these art areas: dance, literature, music, theater, or visual art.

D. Arts Related Field trips

1. Field trips may not include costs associated with food or beverages for participants.
2. Field trips must also involve the general community in some significant aspect. Examples: joint bus trips, slide show reviews, volunteer involvement as guides, participants or chaperones. Students and teachers can share the program with other students or community groups following a field trip (i.e. Rotary, senior citizens group, school newsletter, letter to the editor in paper, etc.).

E. Arts-In-Education Application Review Criteria

1. **Artistic Quality and Merit of the project**, demonstrated by:
 - * the artistic quality of the artist to perform the activity (schools must submit the required support materials as outlined below);
 - * the merit of the activity and stated goals;
 - * the involvement of parents and community in the activity; and
 - * effective use of artist - teacher contact time.
2. **Ability of the school to accomplish the project**, demonstrated by:
 - * budget feasibility / fiscal responsibility;
 - * how the activity will be publicized, documented, and evaluated; and
 - * feasibility of the plan and schedule.
3. **Artistic Need for the Project**
 - * enhancement to the current arts curriculum.
 - * availability of arts experiences in the area.

F. Required Support Material for Arts-In-Education

1. Resumes of artists involved in residency, mini-workshop or live arts performance. Preferably no more than two pages, including artist's educational and professional background and teaching or residency experience.
2. Support material for field trip locations. This should include fliers from professional institutions, scheduling times and dates, performance or exhibition information, etc.

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ARTS-IN-EDUCATION GRANT

Fiscal Year 2011 Application
July 1, 2010 - June 30, 2011
Deadline: 1st of each month

-- APPLY 60 DAYS IN ADVANCE OF PROJECT --

For Office Use Only

Application # _____

Date Received ____ / ____ / ____

Date of Award ____ / ____ / ____

Amount of Grant \$ _____

1. APPLICANT

Name of School _____ School District # _____ Legislative District _____

Address _____ County _____

City _____ State _____ Zip _____

Project Director _____ Title _____

Phone (daytime) _____ E-Mail _____ FAX _____

Street _____ City _____ State _____ Zip _____

2. PROJECT INFORMATION

Names of Artist(s) _____

(or) Field Trip Location _____

Address _____ Phone (daytime) _____

City _____ State _____ Zip _____

Approximate dates of activity (M/D/Y) _____

Brief description of project and type of art featured _____

Have you done this type of activity before? ____ yes ____ no

If yes, what school year did the activity take place _____

		<u>In your school</u>	<u>In your district</u>
Participants involved:	Number of students	_____	_____
	Number of art/music teachers	_____	_____
	Others participating	_____	_____

(From your BUDGET page. Round to nearest \$10.) **Total Project Expenses** \$ _____

(The GRANT may not exceed 50% of the Project Expenses.)

Grant Amount Requested \$ _____

3. BUDGET (Round all numbers to nearest \$10.)

<u>PROJECT EXPENSE</u> (Clearly identify each item)	<u>Cash</u>	<u>In-Kind:</u> Must not exceed 25% of project expenses	<u>Totals</u>
1. Artist(s) Wages (____ hours @ \$____ per hour or (____per day X ____ days)	\$_____	\$_____	\$_____
2. Artist(s) mileage, meals, lodging	\$_____	\$_____	\$_____
3. Supplies / Materials	\$_____	\$_____	\$_____
4. Miscellaneous (non-food) (list)	\$_____	\$_____	\$_____
5. Field Trip Transportation	\$_____	\$_____	\$_____
6. Field Trip Ticket / Admission Fees	\$_____	\$_____	\$_____
		Total Expenses \$_____ (3)	

<u>PROJECT INCOME</u> (Match) (Round all numbers to nearest \$10.)	<u>Totals</u>
1. Cash	
a. School funds budgeted for the project	\$_____
b. Other grants (indicate source and whether anticipated or received)	\$_____
c. Community fundraising (i.e. VFW, Legion, businesses, etc.)	\$_____
d. Earned Income (ticket sales, fundraisers, concessions, etc.)	\$_____
Total Cash Income	\$_____
2. In-Kind Contributions (must equal itemization in expense section above.)	\$_____
Total Income & In-Kind Contributions	\$_____ (1)
(May not exceed 50% of the Project Expenses.)	Grant Amount Requested \$_____ (2)
Total Support for the Project (3)	\$_____ (3)

[Must equal Total Expenses: Income (1) + Grant Request (2) = (3)]

4. CERTIFICATION

We certify that the information contained in this application is true and correct to the best of our knowledge.

Principal - TYPED NAME

SIGNATURE

DATE

Project Director/Teacher -TYPED NAME

SIGNATURE

DATE

5. PROJECT DESCRIPTION

Please type your answers to the following questions (lettered 5.a.- d.) on a separate piece of paper and attach it to your application.

a. Briefly describe the activity/project. (*see items below)

Include an artist resume, brochure and/or other support materials. Which expenses on the budget will the grant funds be used for?

*Residency: What core group or class of students will work daily with the artist; how will this be integrated into the current arts curriculum; how will you present the teacher in-service training and set up the schedule.

*Live Arts Performance or Mini-workshop: Will this activity be presented to the entire school and in what location? How do you plan to invite the general public to this activity?

*Field-trip: What group or class of students will participate and what preparation will be done prior to the field-trip?

Note: The dates, times, rooms, locations should also be reflected on a schedule, see attached example. You may also create your own schedule on computer, using the form provided, as a guide.

b. Briefly describe the planning process by school staff and goals you have - for this residency, live arts performance, mini-workshop or field trip.

c. Describe how you will make a presentation of this project to your school and community during or after its completion.

For example: reception, exhibition of artist or students' work, public performance, information reported in school newsletter, letter to the editor in the paper, etc.

d. List any PLRAC arts grants you've received in the past three years and the amount.

If this application is for a repeat project, previously funded by PLRAC, please note how much change or growth it represents and how it enhances the current arts curriculum.

For your records only – checklist of items to submit with the application.

- ___ Project Description: Questions 5.a.- d.
- ___ Artist Resume, Brochure of Performing Group or Field Trip Location
- ___ Schedule for Residency, Activity or Field Trip
- ___ RAC Grant Data Collection Form

****Keep This Page for Your Records****

Arts-In-Education Program

School _____ Date _____

Residency, Mini Workshop or Arts Performance Schedule

Residency: Include the following schedule information in the Project Description section of your grant application form:

- Teacher's name
- Grade level
- Class meeting time
- Room number
- Number of students
- Any special concerns or class topics

Please give a brief outline of your schedule information on this page.

	Monday	Tuesday	Wednesday	Thursday	Friday
First Class A.M.					
Second Class A.M.					
Third Class P.M.					
Fourth Class P.M.					

Please note in-service workshop time & describe: _____

Arts-In-Education Program

Field Trip Schedule

Date: _____

Date: _____

Location of Activity (be specific)

Artist and/or Contact Person

Name _____

Phone _____

Community Event

Date _____ Time _____

Location _____

In-Service Workshop

Date _____ Time _____

Location _____

7:00 a.m.		
8:00 a.m.		
9:00 a.m.		
10:00 a.m.		
11:00 a.m.		
12 Noon		
1:00 p.m.		
2:00 p.m.		
3:00 p.m.		
4:00 p.m.		
5:00 p.m.		
6:00 p.m.		
7:00 p.m.		
8:00 p.m.		

a.m.

RAC GRANT DATA COLLECTION FORM

TO THE APPLICANT: This form is used to gather information about grant applicants to the Minnesota Regional Arts Councils (RACs). The data is maintained by the Minnesota State Arts Board in cooperation with the RACs, and may be distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data. *Note: If you are using a fiscal agent, please fill out this first page as it pertains to the arts organization conducting the activity, not the fiscal agent.*

1. APPLICANT INFORMATION

Date _____

Legal name of organization or individual _____
 Professional or other name _____
 Address _____
 City _____ State _____ Zipcode _____
 Day phone _____
 E-mail address _____
 Contact person name and title _____
 County _____ MN House district _____ U.S. Congressional district _____
 Fiscal agent name (if applicable) _____

2. SPECIAL CHARACTERISTICS:

For individuals applying (optional)
 Select any combination that applies describing your racial/ethnic characteristics. This information is not made public.

- American Indian/Alaska Native (N)
- Asian (A)
- Native Hawaiian/Pacific Islander (P)
- Black/African American (B)
- Hispanic/Latino (H)
- White (W)
- Other _____

For individuals, mark these items if they apply (optional)

- Disability (I)
- Older Adult - 60+ (S)
- Veteran (V)

For organizations applying
 Select the one code that best represents 50% or more of your staff or board or membership

3. STATUS:

Select the one code which best describe the applicant's legal status

- | | | |
|---------------------------|---|-------------------------|
| 01 Individual | 04 Government-Federal | 07 Government-County |
| 02 Organization-Nonprofit | 05 Government-State (includes public schools) | 08 Government-Municipal |
| 03 Organization-Profit | 06 Government-Regional | 09 Government-Tribal |
| | | 99 None of the Above |

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4. INSTITUTION:

Select the one code which best describe the applicant

- | | | |
|--|-------------------------------------|---------------------------------|
| 01 Individual artist | 18 Union/Professional Association | 36 Seniors Center |
| 02 Individual non-artist | 19 School-District | 37 Parks & Recreation |
| 03 Performing Group | 20 School-Parent/Teacher Assn | 38 Government-Executive |
| 04 Performing Group-College/University | 21 School-Elementary | 39 Government-Judicial |
| 05 Performing Group-Community | 22 School-Middle | 40 Government-Legis (House) |
| 06 Performing Group-Youth | 23 School-Secondary | 41 Government-Legis (Senate) |
| 07 Performance Facility | 24 School-Vocational or Technical | 42 Media-Periodical |
| 08 Museum (Art) | 25 School-Other (incl Community Ed) | 43 Media-Daily Newspaper |
| 09 Museum (Other) | 26 College/University | 44 Media-Weekly Newspaper |
| 10 Gallery/Exhibition space | 27 Library | 45 Media-Radio |
| 11 Cinema | 28 Historical Society/ Commission | 46 Media-Television |
| 12 Independent Press | 29 Humanities Council/Agency | 47 Cultural Series Organization |
| 13 Literary Magazine | 30 Foundation | 48 School of the Arts |
| 14 Fair/Festival | 31 Corporation/ Business | 49 Arts Camp/ Institute |
| 15 Arts Center | 32 Community Service Organization | 50 Social Service Organization |
| 16 Arts Council/Agency | 33 Correctional Facility | 51 Child Care Provider |
| 17 Arts Service Organization | 34 Health Care Facility | 99 None of the Above |
| | 35 Religious Organization | |

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Legal name of organization or individual _____

5. DISCIPLINE:

Select one code which best describes the applicant's primary area of interest in the art (e.g. ballet 01A)

- 01 Dance—general
 - 01A ballet
 - 01B ethnic/jazz/folk-inspired
 - 01C modern
- 02 Music—general
 - 02A band
 - 02B chamber
 - 02C choral
 - 02D new-experimental, electronic
 - 02E ethnic/folk-inspired
 - 02F jazz
 - 02G popular
 - 02H solo/recital
 - 02I orchestral
- 03 Opera/Musical Theater—general
 - 03A opera
 - 03B musical theater
- 04 Theater—general
 - 04A theater, in general
 - 04B mime
 - 04C puppetry
 - 04D theater for young people
 - 04E storytelling
 - 04F playwriting/scriptwriting
- 05 Visual Arts—general
 - 05A experimental
 - 05B graphics (include drawing, cartooning, printmaking, book arts)
 - 05D painting
 - 05F sculpture
- 06 Design Arts—general
 - 06A architecture
 - 06B fashion
 - 06D industrial
 - 06E interior
 - 06F landscape architecture
 - 06G urban/ metropolitan
- 07 Crafts—general
 - 07A clay (includes ceramics)
 - 07B fiber (includes basketry)
 - 07C glass
 - 07D leather
 - 07E metal
 - 07F paper
 - 07G plastic
 - 07H wood
 - 07I mixed media
- 08 Photography (include holography)
- 09 Media Arts—general
 - 09A film
 - 09B audio
 - 09C video
 - 09D technology/experimental
 - 09E screenwriting
- 10 Literature—general
 - 10A fiction
 - 10B non-fiction
 - 10C playwriting/ scriptwriting
 - 10D poetry
- 11 Interdisciplinary (include collaborations & performance art)
- 12 Folklife/Traditional Arts, in general
 - 12A Dance
 - 12B Music
 - 12C Crafts and visual arts
 - 12D Oral traditions
- 13 Humanities
- 14 Multi-disciplinary
- 15 Non-arts/non-humanities

PROJECT ACTIVITY

6. _____ **Adult Artists Participating** Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities.
7. _____ **Adult Audience Benefiting** Record the number of adult audience expected to benefit directly from these grant activities (excluding employees, paid performers, artists participating, children/youth, and broadcast figures). Do not double-count repeat attendees.
8. _____ **Children/Youth Benefiting** Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from these grant activities, or were included in the audience (excluding broadcast figures). Do not double-count repeat attendees.
9. **Project Discipline** Using the same discipline coding listed above, select one category which best describes the grant activity.

10. For organizations applying, **total organization expenses** for most recently completed fiscal year: \$ _____ FY _____

TO BE COMPLETED BY REGIONAL ARTS COUNCIL STAFF ONLY

Total Project Revenue (cash only-include grant request)	Total Project Cost (cash only)	In-Kind Contributions
\$ _____	\$ _____	\$ _____

FISCAL YEAR <u> 9 </u>	GRANT REQUEST \$ _____	SOURCE OF FUNDS
RAC <u> 2010 </u>	RECOMMENDED \$ _____	State General Fund \$ _____ ACHF Arts & Arts Access \$ _____
APPLICATION # _____	AWARDED \$ _____	Federal \$ _____ ACHF Arts Education \$ _____
		Other \$ _____ ACHF Arts & Cultural Herit \$ _____

- GRANT PROGRAM**
- Production Assistance
 - Sponsorship Activity
 - Other _____
 - General Operating Support
 - Organization Arts Project
 - Organizational Management Support
 - Arts in Education School Residency
 - Arts Scholarship
 - Individual Artist

APPLICATION WITHDRAWN APPLICATION INELIGIBLE

Reason for ineligibility or withdrawn application _____
 Comments _____

ALL INFORMATION ON THIS FORM HAS BEEN REVIEWED AND IS COMPLETE AND CORRECT.