

Arts Grants for Teachers

Guidelines 2010–2011

Program administered and coordinated by the Acadiana Center for the Arts and funded by the Lafayette Parish School Board



The purpose of this grant is to encourage teachers to design and develop artistically creative and innovative projects involving the visual and performing arts. These projects can help to develop understanding and appreciation of the arts, complement other arts related activities already implemented in the schools, provide direct student involvement in the arts, develop permanent arts resources, integrate arts into other academic disciplines or to provide support for teachers to become more proficient in the arts. Applications are reviewed on a competitive basis with two grant rounds per year.

Eligibility: Any Lafayette Parish public school teacher, librarian, or guidance counselor directly instructing children is eligible. Official applications forms are available through the Acadiana Center for Arts. Please use forms provided. Do not alter. All forms must be received by the appropriate deadlines. There is no limit on the number of applications per school or teacher. Separate applications must be submitted for each project.

Funding Amounts: Individual teachers can request up to \$500. Shared grants submitted by two or more teachers, either within a school or between schools, will be considered for amounts up to \$1000. (Please note that shared grants must be written to directly impact more than one class of students to be eligible.)

Student Arts Expo: These special grant awards will go to projects that culminate in a performance or exhibit on May 14, 2011. To qualify for these grants, there must be a minimum of three participating teachers and classes. You may request up to \$1500.

Application Deadline: Round I: December 10, 2010; Round II: May 6, 2011. Send to: Acadiana Center for the Arts, P.O. Box 53762, Lafayette, LA 70505, 337.233.7060, fax 337.233.7062 (a single faxed copy is acceptable to meet deadline, but hard copies must also be submitted within one week of deadline).

Arts Grants Categories

Art Works Grant: To promote direct student involvement in visual arts, dance, theatre, music, design, architecture/environmental arts, creative writing, media or folk life. The project may include production, performance, organization and development.

Integrated Arts Grant: To incorporate the arts into academic instruction, expand learning by involving arts and/or artists, and integrate them into literature, math, history, science and other curricula.

Resource Grant: To develop permanent arts resources such as fine arts reproductions, non-expendable equipment, films, books, etc. All resource materials to be purchased through a grant must be accompanied by a detailed description of the educational project that will utilize these resource materials and an explanation of how the program will be implemented.

Training Grant: To provide teachers with arts education training by a recognized expert in the arts discipline. The project must have an associated educational component to be implemented upon completion of the training.

Hiring an Artist for Your Project

Grants may include the hiring of artists to help design and implement your project. Collaboration with an artist is encouraged, but not required or necessary for all projects. Artists may be selected from the AcA's Teaching Artist roster. Any others must submit a comprehensive resume of their arts in education experience. Long and short term residencies and workshops are eligible. Things to consider: Artists are very knowledgeable in selecting the tools and supplies needed for the project. It is suggested that you consult with them before finalizing your application. Besides the artist's classroom session fees, also consider the additional fees of planning time, advance preparation time and transportation costs in your budget.

Don't Forget to Include

- Six (6) copies of each grant submitted, including the original.
- All signatures on Principal's Statement of Support and Artist's Statement of Support.
- A copy of any information descriptive of art resource materials to be purchased.
- Copies of any sample evaluation forms.
- Resumes of any individuals working directly with students and paid through the grant budget, unless the artist is on the current approved roster of the AcA's Teaching Artists. If teachers are directly involved in instruction for this project, you may consider attaching a bio or resume for them as well.

To schedule a grant writing workshop for yourself and fellow educators, contact:

Paige Krause, Education Coordinator

337.233.7060

paige@acadianacenterforthearts.org

For more information or application, visit www.acadianacenterforthearts.org

Evaluation Criteria

Applications are reviewed by a panel of educators, administrators, artists and community members. Each of the following are rated on a scale of 1 to 5.

- Clarity of project description.
- Defined project need.
- Artistic quality of project.
- Educational strength of project.
- Innovation of project.
- Clearly defined process.
- Qualifications of individuals directly involved.
- Clear roles or involvement of educator, students and artist.
- Understandable results: what students should know, be able to do and appreciate.
- Achievable results within time frame.
- Impact of proposed project on resources in school.
- Degree of extended or long lasting benefit to students.
- Defined method of evaluation.
- Evaluation forms co-constructed by teachers and students.
- Variety of documentation.
- Appropriateness of budget.
- Use of in-kind services.
- Use of volunteers.

Some Important Information

- Recurring and/or traditional school productions and exhibitions are not generally eligible.
- Salaries for administrative or teaching staff for any school or school system are not eligible.
- Art Works Grants and Integrated Arts Grants projects must allow for contact between the artist(s) and students during regular school hours. (May request special permission for some projects.)
- Artists may not be used to fill teacher vacancies.
- Teacher must be present at all times during grant activities.
- The project and any resulting materials become the property of the Lafayette Parish School System.
- Do not request more funds than the grant guidelines allow.
- Consider that the "Other Contributions" section of the budget page as a significant factor in the grant review process.
- The decision process takes approximately one to three months, depending on the number of grants received.
- The grant review panel consists of administrators, educators, artists and community members. Sometimes the panel determines that a grant requires some budget adjustments. The panel may suggest partial funding after consultation with the applicant to determine that viability of the grant can be maintained.
- Make copies of your completed application for your school and for yourself to use as a guideline throughout the project.

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Application 2010–2011

Type or print clearly. Use this application only. Refer to the Arts Grants for Teachers Guidelines in regard to attachments and support materials for your application.



DEADLINE: Round I: December 10, 2010; Round II: May 6, 2011. Applicants are encouraged to contact Paige Krause, Education Coordinator at 337.233.7060, paige@acadianacenterforthearts.org if assistance is needed, PRIOR to the application deadline. Please read the Guidelines and instructions carefully before completing this application form. This application form is available online at www.acadianacenterforthearts.org. Submit application to: Acadiana Center for the Arts, P.O. Box 53762, Lafayette, LA 70501 (mailing); 101 W. Vermilion St., Lafayette, LA 70501 (physical)

Grant Round/Number _____
(AcA official use only)

Date Submitted _____
(AcA official use only)

GRANT INFORMATION

1. Project Title _____

2. Please indicate the grant type or types for which you are applying
(Check *all that apply*)

Art Works Grant Integrated Arts Grant Resource Grant Training Grant

3. Total Project Budget (Section A + B from Budget page) \$ _____

4. AGFT Grant Request (Section A from Budget Page) \$ _____

5. GRANT PROJECT SUMMARY

Please provide a one or two sentence description of the project.

SCHOOL INFORMATION

6. **School** _____

7. **School Phone** _____

8. **Number of students in school** _____

9. **Number of students directly involved in grant** _____

10. **Grade level of students in grant** _____

11. TEACHER INFORMATION

Teacher 1

Name _____ Email _____

Position/Title _____ Home Phone _____

Home Address _____

City _____ State ____ Zip _____

Teacher 2

Name _____ Email _____

Position/Title _____ Home Phone _____

Home Address _____

City _____ State ____ Zip _____

Teacher 3

Name _____ Email _____

Position/Title _____ Home Phone _____

Home Address _____

City _____ State ____ Zip _____

12. GRANT PROJECT NARRATIVE

The narrative is not to exceed two double-spaced typed pages in length. Use 12 pt. type and one-inch margins. Please read the evaluation criteria before answering the narrative questions below. Provide a detailed description of the project and include answers to the following questions.

RATIONALE

- What is the purpose of this grant?
- Why do you think this project is necessary?
- How is this project artistically creative?
- How is it innovative?
- How is it educational?

APPROACH:

- What is the step-by-step process of the project?
- What will the student be doing? How are they involved?
- What will the role of the educator(s) be?
- What will the role of the artist be? (if applicable)
- What is the project timeline? When will each activity or event within the project take place?

RESULTS

- As a result of this project, what will the students/educators be expected to know?
- As a result of this project, what will the students/educators be expected to be able to do?
- As a result of this project, what will the students/educators be expected to appreciate?
- Besides those directly involved, how can other students/educators be indirectly involved in the project?

EVALUATION

- What methods of evaluation will be used to determine the success of the project?
Please include examples of written forms.
- What documentation will be submitted with the final report? Be creative! Photos, journals, scrapbooks and original art will be returned upon request.
- What are the possibilities for this grant beyond your proposed grant timeline? For instance, how will this project be funded in the future and how will expendable materials be replaced?

Arts Grants for Teachers

Principal's Statement of Support

Appropriate signatures signed in BLUE INK below (one original copy must be submitted to ACA).

I have studied the preceding grant proposal and believe it is a valuable and appropriate undertaking for this school and the target audience. I affirm that if funds are awarded it is my responsibility as a teacher/ administrator to oversee and assist in the successful completion of this project as described in the proposal. I will do everything necessary to see that the full benefits of this project are received by the target audience and that this project will be considered an integral part of the education and mission of this school.

By affixing my signature, I certify the following:

1. This proposal has been developed according to the guidelines for the Arts Grants for Teachers program.
2. I grant to the Lafayette Parish School System and Acadiana Center for the Arts the right the use of this proposal and the results of this project, if funded, for public information or to help other educators.

Teacher 1

Principal

Date

Date

Teacher 2

Date

Teacher 3

Date

Arts Grants for Teachers

Artist's Statement of Support

Appropriate signatures signed in BLUE INK below (one original copy must be submitted to ACA).

I have studied the preceding grant proposal and believe it is a valuable and appropriate undertaking for this school and the target audience. I am aware of the importance of my part in the design and development of this grant proposal (includes process and selection of materials). I affirm that the artist's stipend is prepared in accordance with the Arts in Education policy for artist fees. I affirm that if funds are awarded, it is my responsibility as artist to assist in the full successful completion of this project as described in the proposal. I will do everything necessary to see that the full benefits of this project are received by the target audience.

By affixing my signature, I certify the following:

1. This proposal has been developed according to the guidelines for the Arts Grants for Teachers program.
2. I grant to the Lafayette Parish School System and Acadiana Center for the Arts the right the use of this proposal and the results of this project, if funded, for public information or to help other educators.

Teacher 1

Artist

Date

Date

Teacher 2

Date

Teacher 3

Date