

# POETS IN SCHOOLS FUNDING OPPORTUNITY



NORTH  
Dakota | Council on the Arts  
Be Legendary™



## GENERAL GUIDELINES:

North Dakota Council on the Arts (NDCA) in partnership with Humanities North Dakota offers funding to support poet visits to schools registered in the POL Program.

- Visits must take place before February 1, 2023.
- A total of \$14,000 is available for the 2022-23 school year. These funds will be allocated on a first-come-first-serve basis. Total amount of request may not exceed \$2,000.
- If your school would like more time with the poet than grant funds allow, you must use alternative funds to compensate according to the fee scale found below.
- Funding requests must be submitted no later than December 15, 2022. Late requests will not be considered.
- Poet visits are defined as a visit (in person or online) from a practicing poet who has agreed to work within the POL Program. Poets may work with small groups to coach students on individual performances and/or explore poetry, deliver assembly style performances to introduce poetry and the POL program to fuel excitement, or a combination of both. Profiles and contact information for the current list of visiting poets can be found at <https://www.arts.nd.gov/poetry-out-loud>
- The fee scale for poet visits is as follows (negotiable):
  - Fee per one-hour, small group Coaching/Poetry Exploration Session is \$350 per session. Maximum of 6 sessions. Small groups may not exceed 35 students.
  - Fee per one-hour Assembly Performances is \$600 per assembly. Maximum of 2 performances.
  - Additional costs for poet visits may include (negotiable):
    - Travel at state rate of \$.625 per mile.
    - Meals at state rate as needed. (Breakfast - \$7.00, Lunch - \$10.50, Dinner - \$17.50)
    - Lodging as needed per local rate.
- Poets will be paid directly by Humanities North Dakota following the event, and upon submission of final report to POL Coordinator [rengelman@nd.gov](mailto:rengelman@nd.gov) (to be completed by lead teacher.)

## 8 STEPS TO APPLY:

1. Contact visiting poet to determine availability and dates for visit. For list of participating poets see: <https://www.arts.nd.gov/poetry-out-loud> and select tab for **Poets in Schools**.
2. Discuss goals with poet and collaborate on a plan for a meaningful visit (in person or online) that connects students to poetry and goals of the POL program.
3. Complete pages 2-5 of this form. Email as an attachment to: [rengelman@nd.gov](mailto:rengelman@nd.gov) .
4. Wait 7-10 days for Email notification concerning funding approval and final reporting instructions.
5. Contact poet to confirm dates, time, and details concerning school visit.
6. Prepare students and implement project.
7. Document project with student/teacher feedback, reflections, student created poetry/writing, photo images and/or video.
8. Complete and submit final report and documentation. **(All final reports must be received within 15 days of project completion.)**

# POETS IN SCHOOLS FUNDING REQUEST

(To be completed by Lead Teacher.)

This form must be filled out completely to receive funding for a poet visit to your school. It is designed to facilitate collaboration between the visiting poet and participating teacher(s) prior to the actual visit. Through discussion and planning, the poet and teacher provide students with a meaningful experience that connects directly to the objectives of the POL program; **help students master public speaking skills, build self-confidence, and learn about literary history and contemporary life.**

Email completed form as an attachment to [rengelman@nd.gov](mailto:rengelman@nd.gov). **Do not mail or fax this document.**

1. School Name: \_\_\_\_\_

2. Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. School Administrator or Principal: \_\_\_\_\_

▪ Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

4. Lead Teacher: \_\_\_\_\_

▪ Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

5. Poet conducting school visit: \_\_\_\_\_

▪ Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

▪ Complete Mail Address (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip) \_\_\_\_\_

6. Scheduled date of visit (must take place before Feb. 1, 2023): \_\_\_\_\_

7. Projected total number of students involved: \_\_\_\_\_

8. Projected total number of teachers involved: \_\_\_\_\_

9. Will the visiting poet be working with small groups to coach students on individual performances and/or explore poetry, conduct an assembly style performance to introduce the program and get students excited about Poetry Out Loud, or a combination of both?

Please select one:

**Coaching/poetry exploration sessions**

**Assembly performance**

**Combination of both**



## PROPOSED BUDGET/INVOICE

Poet's Name: \_\_\_\_\_

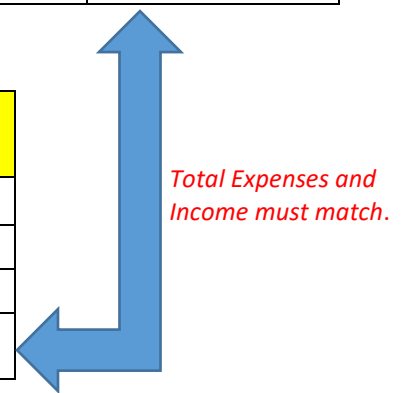
Address: (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip) \_\_\_\_\_

### EXPENSES (round all figures to the nearest dollar)

REQUEST	PER UNIT COST	TOTAL
Total # of classroom visits	\$350 per classroom (max of 35 students per class)	\$
Total # of school assemblies	\$600 per Assembly (max of 2 assemblies)	\$
Travel # of round trip miles	(\$.625 per mile)	\$
Lodging # of nights	Per local cost	\$
Food # of meals	(Breakfast - \$7.00, Lunch - \$10.50, Dinner \$17.50)	\$
<b>TOTAL EXPENSES</b>		<b>\$</b>

### INCOME (round all figures to the nearest dollar)

INCOME SOURCE	TOTAL AMOUNT	
NDCA/HUMANTIES ND FUNDING REQUEST (\$2,000 max)	\$	
School Funds	\$	
Other Funds/Grants	\$	
<b>TOTAL INCOME</b>		<b>\$</b>



### What classroom teachers can expect from visiting poets:

1. To be respectful of school and classroom guidelines and culture
2. To be on time and prepared
3. To communicate in clear and timely fashion via email, phone, and/or video conferencing
4. To plan a lesson/coaching session or presentation that suits your student's needs
5. To alter, change, and/or modify their teaching methods and content based on your feedback and what is in the best interest of your students

### What Poets need from classroom teachers/schools:

1. Specific goals for visit
2. Communication and collaboration
3. Specific date and time for visit
4. Directions for parking, protocol for checking in and out of the school
5. A cell phone contact if the poet gets lost or needs to change plans last minute
6. To communicate in a clear and timely fashion via email, phone, concerning details
7. **Presence in the classrooms and/or other venues such as auditorium at all times**
8. Oversight of classroom management
9. Manage # of students participating for each workshop (please refer above for caps on all workshops and assemblies)
10. Completion of final report within 15 days of project completion

**SIGNATURE/AGREEMENT PAGE**

**LEAD TEACHER agrees to the following:**

I have read this entire document (pages 1 – 5) and understand how I can and will use a poet visit at my school and how I can best prepare students for the poet’s visit.

I understand that a certified teacher must be present at all times during the poet’s visit.

I understand that once funding approval has been received, I must contact the poet directly to confirm dates, times and agenda for visit.

I understand that should the total agreed amount exceed the max. request of \$2,000, the school or other entity must provide the additional sum directly to poet upon completion of visit.

I understand that Humanities North Dakota will pay the poet directly in full upon my submission of final report and project documentation.

I understand the final report must be completed within 15 days of project completion or opportunities for future funding will be forfeited.

I understand that by signing this agreement I am agreeing to send a POL School Champion to the ND State POL Competition to be held in Bismarck on February 27, 2023.

I understand that I must accept termination and/or amendment of this agreement if funding received by NDCA and Humanities ND from federal, state, or other sources is not obtained and continued at levels sufficient to allow for payment of this agreement; and

I understand that I must hold harmless the state of North Dakota, the ND Council on the Arts, Humanities ND and their agents for any claim, loss, or damages resulting from or incidental to fulfillment of this agreement.

**ND COUNCIL ON THE ARTS and HUMANITIES ND agree to:**

- Provide consultation and support for planned activities as needed;
- Provide \$\_\_\_\_\_ for the above services directly to the poet after receipt of this signed agreement and **LEAD TEACHER’S** completion of final report

Lead Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(You may type your name in the provided space above. Doing so indicates that you agree to all requirements and expectations.)*

**FUNDING APPROVED**

Rebecca Engelman \_\_\_\_\_ Date: \_\_\_\_\_  
*Arts in Education Director, ND Council on the Arts*