

POETS IN SCHOOLS GRANT APPLICATION



GENERAL GUIDELINES:

North Dakota Council on the Arts (NDCA) offers funding to support poet visits to schools registered in the Poetry Out Loud® Program.

- Visits must take place before February 1, 2024.
- 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 11, 2023. 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 \$.655 per mile.
 - Meals at state rate as needed. (Breakfast - \$9.00, Lunch - \$14.00, Dinner - \$22.00)
 - Lodging as needed per local rate.
- Grant funds will be dispersed directly to the school upon successful completion of poet visit and the Lead Teacher submitting a full and complete Final Report with project documentation.

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. Email this completed application as an attachment to: mabanderson@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, and 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 GRANT APPLICATION

(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 to help students: **master public speaking skills, build self-confidence, and learn about literary history and contemporary life.**

Email completed form as an attachment to mabanderson@nd.gov. **Do not mail or fax this document.**

School/District FEIN:	
School/District SAM UEI:	

School Name:						
Physical Address:		City:		State:		Zip:
School Administrator or Principal:						
Phone Number:		Email:				
Lead Teacher:						
Phone Number:		Email:				
Poet conducting school visit:						
Phone Number:		Email:				
Mailing Address:		City:		State:		Zip:
Date(s) of Poet Visit <i>(must take place before Feb 1, 2024):</i>						
Projected total number of students involved:		Projected total number of teachers involved:				
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?						
# Coaching/poetry classroom sessions:		# Assembly Performance(s):		Total:		

PROJECT DESCRIPTION

PLEASE RESPOND TO THE FOLLOWING:

<p>How does (or will) Poetry Out Loud impact your Language Arts curriculum?</p>
<p>Describe the activities planned for the poet visit and how they will connect to and support the POL program objectives: help students master public speaking skills , build self-confidence, and learn about literary history and contemporary life.</p>
<p>How will you prepare students for Poetry Out Loud and/or a visit from a poet? What will students be learning/studying prior to the poet visit?</p>
<p>What are your plans for documenting your poet visit? Consider video, digital images, student reflection/feedback. Documentation of the project is required and must be shared within the required final report.</p>
<p>What else would you like NDCA to know about your POL program and/or plans for your poet visit?</p>

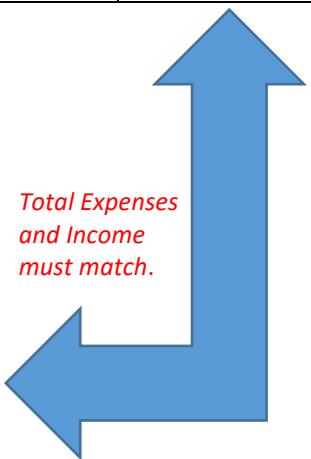
PROPOSED BUDGET/INVOICE

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

REQUEST		PER UNIT COST			TOTAL
Total # of classroom sessions		\$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		\$.655 per mile			
Lodging # of nights		Local rate			
Food # of days		Breakfast \$9.00	Lunch \$14.00	Dinner \$22.00	
TOTAL EXPENSES					

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

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



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 (max 35 students per class and max 2 assemblies)
10. Complete and full payment upon completion of services.

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 the amount awarded will be sent to the school as reimbursement upon completion of proposed project, submission of required documentation, and completion of full and complete Final Report.
- I understand the final report must be completed within 15 days of completion of poet visit or funding will be forfeited and returned to NDCA grant line.
- 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 Monday, February 26, 2024.
- I understand that I must accept termination and/or amendment of this agreement if funding received by NDCA and 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, ND Council on the Arts, and their agents for any claim, loss, or damages resulting from or incidental to fulfillment of this agreement.

Lead Teacher Signature:		Date:	
School Administrator Signature:		Date:	

ND COUNCIL ON THE ARTS agree to:

- Provide consultation and support for planned activities as needed.
- Provide \$_____ for the above services to the school after receipt of this signed agreement and **LEAD TEACHER'S** completion of final report.

NDCA assigned Grant Number:			
Grant amount awarded:			
		Date:	
Signature: Matthew Anderson, Arts in Education Director, North Dakota Council on the Arts			