

# Arts in Education Collaboration Grant Program

## Program Overview

NDCA Fiscal Year 2022 (July 1, 2021 – June 30, 2022)

## Program Officer

Arts in Education Director – Rebecca Engelman

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Review the guidelines and contact the program officer for application support and/or questions. Upon request, application instructions can be made available in an alternate format.

## Application Deadline

Thursday, April 15, 2021 – before 11:59 pm (CST)

Incomplete or late applications are not accepted

## Draft Review Application Deadline

Monday, March 15, 2021 – before 11:59 pm (CST)

## Earliest Project Start Date

July 1, 2021

## Latest Project End Date

June 30, 2022

## Program Overview

### Arts in Education Collaboration

**Arts in Education Collaboration (AIEC)** is a grant program that provides up to \$6,000 to arts organizations, schools, school districts, nonprofits, and government agencies to build collaborations and community partnerships that strive to increase access to high-quality, sustained arts education for K-12 North Dakota students.

This includes collaborations between teachers or departments within a school, between multiple schools within a district, between multiple rural school districts, between a school and community arts resource (teaching artists or arts organizations) nonprofit, or for-profit organization. Projects may take place in-school (during regular school hours), after-school, during summer sessions, and during professional development in-services.

Applicants may receive only one NDCA Arts in Education Collaboration grant or Artist in Residence grant per fiscal year.

### Considerations

North Dakota Council on the Arts AIEC grant program addresses a core vision that all students have access to high quality arts education. The AIEC grant program asks applicants to consider:

- *What is standing in way of “arts for every student” in their K-12 schools?*
- *What steps can be taken to address this challenge?*

Applicants are encouraged to carefully review the **Program Overview and Application Instructions** located here [arts.nd.gov/grants/arts-education/arts-education-collaboration](https://arts.nd.gov/grants/arts-education/arts-education-collaboration), then contact the program officer with any questions.

### Program Goals

- North Dakota school and district leadership, arts organizations, and community members are focused on providing students and teachers with increased access to K-12 quality arts education.
- Encourage and support arts education partnerships, so that partnership foundations will be strengthened, and work can be sustained into the future.
- Support identification and implementation of the “first steps” towards a vision of high quality, sustainable arts education programming.
- Support initiatives that incorporate a core strategy for working towards long-term, self-sustaining, participatory, and meaningful arts learning experiences for students.

## Eligibility

A North Dakota school district, government agency, nonprofit organization, or fiscally sponsored group is eligible to apply and serve as the lead partner and/or fiscal agent for the grant.

### Applicants must be one of the following:

- **Federally tax-exempt nonprofit arts organization**
- **Federally tax-exempt non-arts nonprofit organization** - Arts budgets must be isolated from the larger entity's budget.
- **Public Entity such as a unit of state, local, or tribal government**
- **Public and non-public schools**
- **Fiscally sponsored groups with arts projects** - A fiscally sponsored group must be comprised of at least three people, have an advisory committee of at least three people that is responsible for oversight of project and grant funds, and a fiscal sponsor. Fiscal sponsors must be registered with the IRS as a 501(c)3 nonprofit. Applicants applying with a fiscal sponsor are required to provide a signed fiscal sponsorship agreement and the fiscal sponsor's IRS recognition letter. For more information, visit [arts.nd.gov/sites/www/files/documents/grants/FiscalSponsorshipNDCA.pdf](https://arts.nd.gov/sites/www/files/documents/grants/FiscalSponsorshipNDCA.pdf).

### All Applicants Must:

- Be physically located in North Dakota, Moorhead, MN, or East Grand Forks, MN;
- Have majority of arts programming, services, or activities take place in North Dakota;
- Primarily serve and engage North Dakota audiences and participants.

### This Program Funds:

- Fees for teaching artists (including travel expenses)
- Fees for an arts education consultant or provider of professional development (including travel expenses)
- Fee for a project coordinator
- Administrative fees, including printing costs for lesson plans or other documents, and other administrative costs related to project planning and delivery. Administrative fees may not exceed 10% of the total requested amount
- Fees for professional performing arts groups, student tickets, and transportation expenses for exhibitions and performances when there is a clear connection to the overall arts learning plan. Funds cannot be used to support stand-alone field trips or assemblies
- Materials and supplies required for lesson/project implementation
- Fees for performance or exhibition space

### This Program Does NOT Fund:

- Strictly field trip or performance-based activities
- Proposals that seek to supplant arts programs, curriculum or arts educators in schools
- Regular salaries for employees of schools, districts or educational cooperatives

- Individual professional development activities
- Travel outside of the state of North Dakota
- Fees for out-of-state contractors, unless prior approval is received from the program officer

**An Application Will Be Ineligible If:**

<p><b>Funds are requested for expenses specifically for:</b></p>	<ul style="list-style-type: none"> <li>• Capital improvements</li> <li>• Purchase or long-term rental of equipment or property</li> <li>• Payment of equipment costing \$5,000 or more</li> <li>• Starting, matching, adding to, or completing any type of capital campaign</li> <li>• Payment of project costs incurred before the earliest project start date All expenses included in the grant proposal must be incurred on or after this date.</li> <li>• Debt reduction or elimination</li> <li>• Replenishing depleted reserve and/or endowment funds</li> <li>• Projects completed in previous fiscal years</li> <li>• Hospitality or entertainment functions, including food, beverages, and alcohol and associated costs</li> <li>• Prizes, awards, or benefits</li> <li>• Fellowships, scholarships, or tuition fees</li> <li>• Projects that are part of a required course or curriculum</li> <li>• Travel outside of North Dakota</li> </ul>
<p><b>Funds are requested to support activities:</b></p>	<ul style="list-style-type: none"> <li>• That violate any federal, state, or local laws, ordinances, or policies</li> <li>• That attempt to influence any state or federal legislation or appropriation</li> <li>• That are essentially for the religious socialization of the participants or audience</li> <li>• That discriminate against persons or groups</li> <li>• That are managed by another entity other than the applicant</li> <li>• For the purpose of fundraising events or activities</li> </ul>
<p><b>The Application:</b></p>	<ul style="list-style-type: none"> <li>• Is not complete and received by 11:59 p.m. (CST) on the application deadline</li> <li>• Uses National Endowment for the Arts and/or North Dakota Council on the Arts funds towards the match</li> </ul>
<p><b>The Applicant:</b></p>	<ul style="list-style-type: none"> <li>• Is a current grantee of the Artist in Residence NDCA grant program</li> <li>• Is not in compliance with any active grant agreement with NDCA</li> <li>• Has any overdue reporting requirements as specified in previous grant agreements with NDCA</li> </ul>

## Grant Award Amount

Minimum award request: \$2,500

Maximum award request: May not exceed \$6,000 or 50% of the total project cost, whichever is less.

For previously awarded applicants in this program, the maximum grant award amount may be gradually reduced over a 4-year period depending on NDCA allocations from the NEA and ND State Legislature.

## Matching Funds

- A 1:1 match is required. For every one (1) NDCA dollar requested, the applicant must match or raise one (1) dollar from a cash source other than from NDCA and National Endowment for the Arts.
- Matching funds may come from any combination of private donations, earned revenue, or other grants.
- Matching funds may also include documented in-kind services and contributions, however, cannot be more than 50% of the total match, which means no more than \$3,000 can be in-kind if a total request is made of \$6,000. In-kind examples may include teacher salaries for out-of-classroom time spent on the project, cost for substitute teachers (must be directly related to the project), administrative support time, volunteers, supplies provided for the project, etc.

## Multiyear Funding and Panel Review

Applicants may receive an Arts in Education Collaboration grant up to four consecutive years.

For each subsequent year of funding, the applicant must demonstrate progress towards the original programming goals and/or expansion of these goals, as appropriate. The NDCA Board makes a commitment to provide annual grants based on applicants successfully undergoing the panel review process.

Program goals are that after 4-years, the grantee will have been able to grow the project into a sustainable program with other resources and/or have expanded the project to include more partnerships, students, teachers, schools, and/or art forms.

Some grantees may qualify for funding beyond the 4-year period. This is usually dependent on partnership development, access to resources, shifting goals and/or priorities, and other external factors. To be considered, contact the program officer.

## Project Requirements

All projects must include the following:

### 1) A Minimum of Two Collaborative Partners

One from each category below:

- School(s) or school district(s)
- Parent group(s) or other community partner(s)

**Tip:** Parent involvement is proven to be a successful education partnership. However, if not possible, another community partner is suitable.

### 2) Demonstrated Commitment from School Administration and Teachers

It is important that the application demonstrate **active** and **ongoing** collaboration between the teachers, staff, and arts providers.

- School superintendents and principals play a pivotal role in establishing a vision for the arts in their school by articulating goals associated with the proposed project and providing direction for the allocation of time and resources. Administrators and/or principals should demonstrate a high-level of leadership and commitment through participation in the proposed project activities when appropriate.
- Teachers are the “linchpins” to success in all new instructional efforts and must be included in the planning and implementation of the proposed plan.

### 3) Core Strategy

A strong proposal increases access to high-quality, sustained arts education for K-12 students, rather than focus on one-time exposure or enrichment activities, or short-term projects with limited student engagement. Examples:

- **Planning and foundation building:** Audit of available community resources, strategic planning, curriculum development, evaluation, resource development, etc.
- **Student learning in the arts:** Sequential, hands on learning in, through, and/or about the arts
- **Professional development:** Training and learning for certified arts educators, classroom teachers, administration, teacher/artist teams, etc.

### 4) Qualified Personnel/Experts and Alignment with ND State Standards

Arts learning projects must align with ND State Standards. Consultants and providers of professional development paid through the AIEC grant should have knowledge/expertise in addressing standards and various forms of assessment in the arts.

### 5) Realistic Scope

The project proposal should demonstrate focused and achievable goals that are aligned with the partners’ current capacity, needs and resources provided by this grant.

- The project plan may focus on one grade level, a full school, or the entire district, or in the case of small rural communities, a plan between several school districts.
- The project plan may concentrate on one arts discipline, several arts disciplines, the integration of an arts discipline with another subject area, or any combination of these.

## 6) Americans with Disabilities Act Compliance

NDCA requires AIEC applicants to consider physical and programmatic accessibility as an integral part of each organization's planning and budgeting process. The project is required to be accessible as part of the planned activity.

## Application Review Process

- 1) **After Submission:** Applications are reviewed by staff for eligibility and completeness.
- 2) **Panels:** Panelists are selected annually. [arts.nd.gov/get-involved/become-panelist](https://arts.nd.gov/get-involved/become-panelist). Meetings are online and open to the public. Anyone may attend and listen to the discussion but may not make a presentation or participate. See [apps.nd.gov/sos/ndpnmn/mainmenu.htm](https://apps.nd.gov/sos/ndpnmn/mainmenu.htm) for dates.
- 3) **Review Criteria:** The panel evaluates each application and makes funding recommendations to the board based on the degree to which the applicant addresses specific review criteria. Panelists individually score **complete** applications. Those scores are averaged to arrive at the final panel score.
- 4) **Board Approval:** The NDCA Board of Directors has final authority to approve grants and amounts.

## Review Criteria

- 1) **Program Goals** (0-10 points)
  - Described project is realistic in scope with achievable goals, aligns with the school's/district's vision for arts education and the intent of the Arts in Education Collaboration grant, increases access to high-quality arts learning and meets the needs of described students.
  - For past applicants, the applicant demonstrates progress towards the original programming goals and/or expansion of these goals.
  - There is an accurate and realistic budget that is aligned with the project plan and includes an appropriate match and mix of income sources.
  - There is demonstrated management capacity based on the budget plan and other application materials.
- 2) **Partnerships and Collaboration** (0-10 points)
  - Project demonstrates meaningful partnerships and a process for engaging schools, school leadership, artists/arts organizations, and/or community members in support of arts learning.
  - There are appropriate partners on board committed to active collaboration.
  - There are appropriate levels of expertise and experience for key arts educators and program leaders.

**3) Strategy (0-10 points)**

- Project includes a clear process/strategy that works towards long-term, participatory, and meaningful arts learning - rather than a one-time exposure or enrichment activity. Project includes possible next steps or ideas for extending/growing project in coming years.

**4) Documentation/Evaluation (0-10 points)**

- Project includes a clear plan/process for documenting student work and for evaluating/determining the final outcomes or success of the project.

**Generating Project Proposals that Address the Review Criteria and Program Goals**

Applications that are the most successful in receiving funding address the topics below:

- Enhance or advance the school's vision for arts education
- Increase access to arts learning
- Include and/or enhance community partnerships
- Have clearly stated and achievable goals and objectives
- Demonstrate depth of learning for students
- Demonstrate depth of learning for teachers
- For returning applicants - Quality of Final Report. The applicant demonstrates responsible use of funding, provides a thorough evaluation that is supported through documentation and evidence, a plan for moving forward that builds upon success and challenges, and has a feasible plan for sustainability.

**If Funded**

**Notification and Agreement**

- Communication regarding the grant award is via email with the contact person listed in the grant proposal.
- An authorized signer for the application will need to complete an online grant agreement.
- **Accessibility Checklist:** NDCA receives funding from the National Endowment for the Arts (NEA). As a requirement for receipt of these funds, NDCA organizational grantees are required to complete a brief "Accessibility Checklist" provided by the NEA as part of the grant agreement.

**Payment**

- **Request for Funds Form and Timing:** Arts in Education Collaboration grantees are required to submit a Request for Funds Form to receive payment of grant funds awarded. Request for Funds forms can be downloaded at [nd.gov/arts/sites/default/files/PDFs/fundrequest.pdf](https://nd.gov/arts/sites/default/files/PDFs/fundrequest.pdf). After submission, allow up to 4 weeks for payment.
- **Disbursement Amounts:**



1. Requests can be made up to 80% of the total grant award upon signing the grant agreement. The remainder 20% can be requested after the completion of the online final report.
  2. Or, grantees can request the total amount of the grant award after the completion of the online final report.
- **Return of Funds:** Grantees are required to spend the entirety of the NDCA grant award. In cases where a match was required, groups are required to raise and spend the match requirement as well as the grant award. The final report must show expenditures at or greater to the budgeted amount or funds will need to be returned.

### Reporting

- **Change Reports:** Any project changes to the activities, timeline, or budget need to be approved in writing by the program officer, as not all project changes can be approved.
- **Final Reports:** An online final report is due by June 30, 2022. The final report must include documentation and evidence of evaluation. Overdue final reports will affect future eligibility to apply for and/or receive NDCA funding.
- **Receipts:** For the online final report, grantees must provide receipts for all authorized expenses over \$25, including travel and lodging.
- **Teaching Artist Survey:** An online survey is required to be completed by the teaching artist(s) or other arts providers within 30 days of project end date at [surveymonkeys.com/r/LG7NFBW](https://surveymonkeys.com/r/LG7NFBW).

### Recognition

- Grantees are required to acknowledge NDCA support by using the NDCA logo and credit-line on all promotional materials of the funded activity.