

# Arts in Education Collaboration Grant Program

## Application Instructions

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

## Program Officer

Arts in Education Director - Rebecca Engelman

Email: [rengelman@nd.gov](mailto:rengelman@nd.gov)

Phone: (701) 328-7593

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 Application Review Deadline

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

## Earliest Project Start Date

July 1, 2021

## Latest Project End Date

June 30, 2022

## How to Apply

Grant applications are submitted online through the NDCA online grant system.

1. **To apply**, go to [grantinterface.com/Home/Logon?urlkey=ndca](https://grantinterface.com/Home/Logon?urlkey=ndca).
2. **Register or log into account.**
3. **Tutorials:** Video and downloadable PDF tutorials are available when creating an account that guide new users through the registration and application process.
4. Click **“Apply”** at the top navigation of the website.
5. Click the **“Apply”** button next to **“Arts in Education Collaboration FY22 Application.”**

Contact the program officer with any difficulties with the online application. **Online assistance** is available **only until 4:30 p.m. on April 15, 2021.**

## Application Support

Including the program officer in preparing the application is encouraged especially if you are a first-time applicant. The program officer can assist with project idea development, questions on eligibility and program intent, and, when possible, review the application materials for eligibility in advance of the deadline.

### Draft Application Review Option

You may ask the program officer to review your application before the application deadline. Send an email to the program officer by March 15, 2021 to inform the program officer that you would like a draft review.

## Online Application Tips

- You can type responses to application questions into text boxes or can work in another document and paste the answers in. The online grant system automatically saves your work. There is also a **“Save Application”** button at the bottom of the application form.
- Formatting is limited. Text boxes do not include bold or italics. Text boxes with character length limits include letters, numbers, spaces, and paragraph breaks.
- **Links are only allowed in the work sample section.** The panel reviews only the information in the application.
- Confirmation emails are sent automatically to the applicant after the application is successfully submitted. If you do not receive a confirmation email, contact the program officer.

## Application Requirements

- Applicant Information
- Narrative Questions
- Support Materials (Partnership Form, Project Personnel Resumes, Letters of Commitment)

- Project Budget
- Determination Letter

### Optional Application Requirements

- Work Samples and Supplemental Material

### Applicant Information

#### **Organization Mission Statement** *(Required) (1,000 maximum characters)*

Provide the applicant's board approved, publicly utilized mission. Do not include additional information such as vision or values statements; only include the official mission statement. For **fiscally sponsored groups** who do not have a mission statement, include a one sentence description of the proposed project.

#### **Organization/Group History** *(Required) (2,500 maximum characters)*

Provide a brief general history/background of the applicant. For nonprofits and fiscally sponsored groups, summarize why and how the group formed, and what it does. What is the group's mission or purpose for forming? In general, what kind of arts programming has been produced and/or does it plan to produce? This section is not rated by panelists but helps introduce your group to panelists who may not be familiar with what you do or your group's artistic output.

#### **NEA Questions** *(Required)*

NDCA collects this information for reporting purposes for the National Endowment for the Arts.

#### **Authorizing Official** *(Required)*

Provide the name, phone, and email address of the person who has the authority to make financial decisions for the applicant organization.

#### **Project Coordinator** *(Required)*

Provide the name, phone, and email address of the person who will manage the day-to-day aspects of the proposed project.

**Applicants may receive Arts in Education Collaboration grant funding for up to 4 consecutive years. Indicate which year the organization is applying.** *(Required)*

From the menu provided, indicate year 1, 2, 3, or 4.

### Fiscal Sponsorship

**Applicants who are required to apply with a fiscal sponsor must provide:**

1. A fiscal sponsor agreement (upload as PDF file) that includes:

- A description of the responsibilities of both applicant and fiscal sponsor in carrying out the project;
  - An indication of fiscal sponsor administrative fees, if any, charged to the applicant;
  - Signatures of both the fiscal sponsor and applicant.
2. The fiscal sponsor’s IRS 501(c)(3) letter of determination (upload as PDF file). If the fiscal sponsor is a public entity (such as a unit of state, local or tribal government), this letter is not required.

**Fiscal Sponsor Legal Name and Contact Information** *(Required)*

Include the legal name and contact information of the fiscal sponsor.

**Fiscal Sponsor Status** *(Required)*

Select from the dropdown menu the category that best describes the fiscal sponsor’s tax status.

**Fiscal Sponsor Federal EIN Number** *(Required)*

**Fiscal Sponsor DUNS number** *(Required)*

**Fiscal Sponsorship Tips:** Applicants entering into fiscal sponsorship agreements are strongly encouraged to know their rights and responsibilities and to utilize best practices when entering into an agreement. Visit the National Network of Fiscal Sponsors ([fiscalsponsors.org](https://fiscalsponsors.org)) for information and resources. Fractured Atlas ([fracturedatlas.org](https://fracturedatlas.org)) and Propel Nonprofits ([propelnonprofits.org](https://propelnonprofits.org)) are two organizations with a fiscal sponsorship program that support ND unincorporated groups and individuals.

**Narrative Questions**

In this section, describe the details of the proposed project and illustrate how the proposal is addressing the Arts in Education Collaboration grant goals and intentions.

**Project Title** *(Required)* (75 maximum characters)

Provide a short title describing the project.

**Brief Project Description** *(Required)* (250 maximum characters)

Provide a very brief (one-two sentence) description for the project.

**Project Start Date** *(Required)*

**Project End Date** *(Required)* The final report is due 30 days after the end date. The latest date that can be entered is 6/30/2021.

**1) Background** *(Required)* (5,000 maximum characters)

- What is the specific arts education need that has been chosen to be addressed?
- Who are the key project partners, how did they come together, and how did they

select and agree upon this focus area?

- Describe any unique or defining characteristics of the students, teachers, and partners. If the project will serve a high percentage of students who are considered “underserved” (such as economically disadvantaged, geographically isolated, ethnic, or disabled), please describe the population and any relevant statistical and demographic information.

**2) Project Summary** (*Required*) (2,500 maximum characters)

- Provide a **brief** summary of the proposed project’s key components and goals.
- How will the need identified above be addressed?
- What are the project’s expected outcomes?

**3) Project Plan** (*Required*) (10,000 maximum characters)

- How will the project partners work collaboratively and ensure shared goals in an ongoing way?
- How will the project be developed, implemented (address who will manage the project activities), documented, and evaluated?
- How are the arts lessons aligned with National Core or State Standards or ND State Standards in the arts?
- How is the student learning in the arts being assessed?
- How might this project serve as a building block towards sustainable arts education programs in the school(s) applicant’s community? How or why will it lead to increased support for arts education and/or a broader arts education plan in the future?
- As appropriate, include general timeline information or target implementation dates for key components of the plan.
- For applicants that have received an Arts in Education Collaboration grant in the past, briefly address how the project has grown or changed since your initial proposal, noting any key achievements and/or challenges and revisions.

**Project Evaluation Tip:** To have an impact, to learn from successes and mistakes, and to assure sustainability, it is important that the project proposal has a plan to document and evaluate the outcomes. “Getting Started with Program Evaluation: A Guide for Arts Organizations” located here [nasaa-arts.org/wp-content/uploads/2017/04/Getting-Started-with-Program-Evaluation.pdf](https://nasaa-arts.org/wp-content/uploads/2017/04/Getting-Started-with-Program-Evaluation.pdf), is a valuable resource for any organization funded through a state or federal grant.

**4) Arts in Education Advocacy and Outreach** (*Required*) (2,500 maximum characters)

- Describe to whom and how the results of the project will be shared. Consider including the following: legislators, ND Department of Public Instruction, superintendent, school board members, parents, and community at large.

### 5) Accessibility and Accommodations *(Required)* (3,300 maximum characters)

- The programmatic aspects of the proposed activity are required to be accessible. In what ways does the activity ensure that people with disabilities can participate? Describe how the proposed activity will meet this requirement and/or upload a PDF of the organization’s board-approved Accessibility Plan. Examples might include ADA accessible venue, ASL interpretation, audio described performance, large print programs, sensory tours, etc.

#### **General Information about Accessibility and ADA**

Persons with disabilities have the right to access all NDCA funded programs. Applicants’ programs and facilities should be accessible to every person. The Americans with Disabilities Act (ADA), provide guidance to ensure the arts are available to everyone.

#### **What to Include in an Accessibility Plan**

Plans will vary and should always be designed to address accessibility needs in relationship to a given organization’s activities specific to efforts to make programming and facilities accessible to persons with disabilities. Efforts to address general geographic or financial accessibility may be described in other areas of the application.

#### **Questions Related to Accessibility**

If you have questions about the Americans with Disabilities Act, the accessibility plan, or ways to make your programs and facilities accessible, contact NDCA’s accessibility coordinator, Amy Schmidt at [amschmid@nd.gov](mailto:amschmid@nd.gov) or (701) 328-7594; or visit the National Endowment for the Arts’ Office of Accessibility resource page here at [arts.gov/impact/accessibility](https://www.arts.gov/impact/accessibility).

## **Support Materials**

### **Partnership Form *(Required)***

Download the AIEC “Partnership Form” on NDCA’s Arts in Education Collaboration webpage here [arts.nd.gov/sites/www/files/documents/grants/AIEC-PARTNERSHIP-FORM\\_fillableFY22.pdf](https://arts.nd.gov/sites/www/files/documents/grants/AIEC-PARTNERSHIP-FORM_fillableFY22.pdf).

Complete and upload the PDF file on this page.

- In the “Partnership Form,” provide the names and contact information of the organization(s) and individuals that are participating in the proposed project. This may include teaching artists, consultants, lead teachers, profit and non-profits, parent groups and other local organizations.

### **Project Personnel Resumes *(Required)***

Include a minimum of two and a maximum of three summary resumes for key project personnel. This can include lead teaching artists, arts education consultants, and/or program coordinators. (1-page maximum for each resume, upload as PDF file)

- Select individuals who are central to the project’s success and/or those who will be compensated with NDCA grant funds.

- It is not a requirement to submit resumes for teaching artists or consultants who are already pre-approved on these lists: NDCA Teaching Artist Roster or Kennedy Center Roster of Teaching Artists.

**Tip:** A strong summary resume is concise and addresses experience relevant to the project proposal. Example: a teaching artist’s resume addresses experience as a teaching artist and/or in other educational settings, as well as artistic experience.

### **Letters of Commitment** *(Required)*

Include a minimum of one and a maximum of two signed Letters of Commitment from the primary organizational project partner(s). Letters should confirm the specific nature of the partner’s role in the proposed project, including resources they intend to provide such as financial support, staff time, and/or facilities. Do not provide letters from staff or key contractors for the project. (upload PDF files)

#### **If the lead applicant is a nonprofit organization:**

- Include a letter from the school principal or a district administrator.
- If submitting a second letter, strong choices include: a K- 12 leader or an additional community partner.

#### **If the lead applicant is a school or district:**

- Include a letter from someone in a leadership role at the partnering organization.
- If submitting a second letter, strong choices include: a district superintendent or an additional community partner.

### **Work Samples and Supplemental Materials** *(Not Required)*

In this section, submit either one supplemental material, one work sample, or both that demonstrate the quality of arts teaching and learning, the quality of the planning process, and/or a documentation of outcomes. Select items that will provide the panel with a deeper understanding of the applicant’s work.

**Supplemental materials** are documents. With the supplemental material, provide a context statement that includes the date(s) of the completion/event and who was involved. (Upload PDF file)

### **Work Samples**

A complete work sample includes:

1. Images, Video, Audio, or Written Work and a
2. Work Sample Description

### **Notes about Rights**

1. The works and the rights to those works resulting from NDCA grants are the sole property of the artist(s).
2. Copyright registration is the sole responsibility of the applicant.

3. All application materials submitted to NDCA are public information.
4. All work samples submitted will be retained by NDCA and will not be returned. NDCA may use submitted work samples in promotional materials and online.

### Work Sample Guidelines

Type of Sample	Type	Maximum Quantity	Format and Notes
Images	JPEG, TIFF only	10 images	under 4 MB each
Video	Provide a URL link for <b>one</b> video sample.	5:00 minutes	<ul style="list-style-type: none"> <li>• Video files must be uploaded to <a href="https://vimeo.com">vimeo.com</a> or <a href="https://youtube.com">youtube.com</a>.</li> <li>• Include only the material intended for panel review.</li> <li>• For each video sample, copy the URL link and paste into the online application.</li> <li>• Include a Vimeo password, if applicable.</li> </ul>
Audio	Provide a URL link for <b>one</b> audio sample.	5:00 minutes	<ul style="list-style-type: none"> <li>• Audio files must be uploaded to <a href="https://soundcloud.com">soundcloud.com</a> or <a href="https://dropbox.com">dropbox.com</a>.</li> <li>• For each audio sample, copy the URL link and paste into the online application.</li> <li>• Include only the material intended for panel review.</li> <li>• Include a Soundcloud password, if applicable.</li> </ul>
Written Work	PDF only	10 pages	<ul style="list-style-type: none"> <li>• Remove title pages, table of contents, etc.</li> <li>• Include only the material intended for panel review</li> <li>• Prose: double spaced</li> <li>• Poetry: single or double spaced</li> <li>• Scripts: formatting should follow industry standards</li> </ul>

**Online Sample Warning:** Keep video and audio samples available online until you are notified of the grant award status.

If you **do not** want your video(s) to be public, see below guidelines on how to make them private **and** available for panel viewing.

- In **YouTube**, set the video sample to “**Unlisted**” (not the “**Private**” setting listed). This allows anyone with the link to view the video without a Google account, and is not public for viewing.
- In **Vimeo**, when uploading a video, select “**Only people with a password can see this video.**” Remember the password and provide for the application.
- For YouTube support, visit [support.google.com/youtube](https://support.google.com/youtube)
- For Vimeo support, visit [vimeo.com/help](https://vimeo.com/help)

### Work Sample Description

Include the following information for each work sample:

1. Artist Name
2. Title of the Work
3. Completion Date
4. Location - Provide the location of any work sample that is a performance/concert, etc.
5. Medium – Provide the medium for any work sample that is visual art (e.g., acrylic, clay, etc.).
6. Duration/Pages
  - a. For video and audio samples, state the length of the sample and the length of the complete artwork (e.g., 2 minutes of a 46-minute symphony).
  - b. For written work, provide the number of pages of the portion of the artwork that will be read in the work sample. (e.g., eight pages of a 12-page scene, or three pages of a 200-page novel).
7. Statement – 1,000 maximum characters (optional.) The panel will read this as they view the work sample. This is an opportunity to provide information that will help the panel understand the work sample.

### Project Budget

#### Budget Form

Download the budget form on the AIEC webpage here

[arts.nd.gov/sites/www/files/documents/grants/AIECFY22Budget.xlsx](https://arts.nd.gov/sites/www/files/documents/grants/AIECFY22Budget.xlsx). Complete and upload to the online application.

- Provide all the expenses and income related to the project, not just the portion of the project for which the applicant is requesting from the NDCA.
- Any expenses for items such as supplies, performances, and/or student tickets should generally comprise a modest percentage of the overall budget.
- No one individual should receive more than **70 percent** of the total project expenses. The proposal should ideally involve a number of difference arts education strategies and providers.
- For matching fund guidelines, refer to the “Program Overview” under “Grant Award Amount.”

### Rates of Pay

Project teaching artists must be paid a minimum salary of \$30 per hour. Teaching artists from the NDCA’s Roster of Teaching Artists will generally expect an average rate of \$40 to \$60 per hour. Appropriate rates will vary based on the artist’s experience and location of the program. For teaching artists, consider compensation for planning meetings and preparation time, if there are significant expectations in this area. Consultants, artists, and performance groups should be paid their usual rate and should not be expected to donate time to the project.

**Tip:** A strong budget will demonstrate realistic and appropriate planning for both income and expenses and relate clearly to the narrative.

### Expenses

<b>Administrative Fee</b>	May not exceed more than 10% of NDCA grant amount request.
<b>Professional Fees</b>	Include fees for consultants, teaching artists, and any other additional professional services related to the project (including travel expenses).
<b>Materials, Resources, and Supplies</b>	Include the total amount for all materials, resources, and supplies that will be purchased in support of the project.
<b>Space Rental</b>	Include the total amount of rental costs for meeting room(s), lessons, workshops, and/or performance space(s).
<b>Additional Expenses</b> (must be itemized) <i>Sample Description: Bus Expenses for Project Related Fieldtrip - \$200</i>	Include the total amount for any other expenses that are directly related to implementing the goals and objectives of the proposed project. For example: project related field trips, performance tickets, transportation, etc.

### Income

<b>Other Grant Funds</b>	Include any combination of other grant funds. (Do not include grants from NEA)
<b>Allowable In-Kind Towards the Match</b>	May not exceed \$3,000
<b>Cash Match</b>	Include all donations and earned income as well as any existing cash resources from the lead or partner organizations that will be received in support of the project.
<b>Amount Requested from NDCA</b>	List the amount that is being requested from NDCA in support of the project. May not exceed \$6,000.

### In-Kind

Projects may, but are not required to, have in-kind donations. Include ALL in-kind contributions in this section. This also includes any amount listed in the “Allowable In-Kind Towards the Match” categories in the budget. **If claiming in-kind as part of the match, the total amount in this section must at least match or be greater than the amount included in the "Allowable In-Kind Towards the Match" categories in the budget.**

<p><b>In-Kind</b> (must be itemized) <i>Sample Description: Artist Lodging: Hilton Hotel - 5 nights x \$130 = \$650; Artist Meals: Lunch - 5 days x \$10 = \$50</i></p>	<p>Projects may, but are not required to, have in-kind donations. In-kind includes the value of goods and services donated to the project. Cash value of these expenses should be based on fair market value of the items, services, etc. donated. Do not record an in-kind donation unless it would otherwise have had to be purchased for the project or program. When calculating the in-kind value of volunteer time, use the North Dakota minimum wage rate. Some examples include donated services such as teacher salaries for out-of-classroom time spent on the project, project related substitute teachers, administrative support time, volunteers, or supplies provided for the project.</p>
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### Determination Letters

In this section, provide the applicant’s Federal IRS 501(c)(3) determination letter, North Dakota certification of nonprofit incorporation and tax exemption, or tax-exempt certificate/determination letter for a public entity. (upload as PDF file)