

Colorado Creative Industries Success through Art (StART) Schools Arts Education Implementation Grants **2011-2012 Guidelines**

Two-Year Grant (School Year/Summer 2011-12 through School Year/Summer 2012-13)

This document contains program guidelines only. To apply for a grant, you must use the online application form. Go to www.coloarts.org and click on Grants>Apply for a Grant>Schools and School Districts. Applications must be submitted online by 4:00 p.m. on Thursday, August 25, 2011.

ABOUT CCI

Colorado is a magnet for creative enterprises and creative workers. With almost 8,000 businesses and 186,000 jobs, the creative sector comprises the state's 5th largest employment cluster. Colorado's Creative Industries Division, within the Office of Economic Development and International Trade, was established in July 2010 to capitalize on the immense potential for our creative sector to drive economic growth in Colorado. The Division merges the former Colorado Council on the Arts, the Office of Film, Television and Media, and the state's Art in Public Places program.

Our Mission

The mission of Colorado Creative Industries (CCI) is to promote, support and expand the creative industries to drive Colorado's economy, grow jobs and enhance our quality of life.

Our Objectives

In our 2011-2014 strategic plan, CCI identified the following objectives:

- Non-profit and for-profit creative businesses, artists and creative entrepreneurs will have increased access to financial support, skill development and professional networking.
- Colorado will be recognized as a premier creative hub—a home for world-class creative businesses, productions and experiences.
- Opportunities for arts learning and creativity skills development will be available to Colorado youth to help them succeed in school and to be better prepared to enter the workforce.
- Local governments and coalitions will expand professional and financial support for creative businesses and cultural and artistic programs in their communities.
- All Coloradans will have access to creative environments and experiences.
- Colorado's unique cultural heritage will be preserved and promoted.

ABOUT SUCCESS THROUGH ART (StART) SCHOOLS GRANTS

StART grants support in-school arts learning for K-12 students, both formal training in the arts and arts infused into other disciplines or subject areas. CCI's intent is to help establish a cadre of model schools that will define, plan and implement arts education programs that are specifically aligned with Colorado Academic Standards and with their school or district learning goals. These model programs are becoming a network that will share promising practices and support one another through CCI assistance.

StART Schools will show evidence of the key components of successful arts-based school reform models, including:

- Alignment with Colorado Academic Standards and the school or district educational goals and practices.
- A strategic plan with a specific time frame that includes detailed strategies and student outcomes.
- A commitment to collect and analyze data and share progress.
- A variety of programs and activities that value the arts as rigorous academic subjects—"learning **IN** the arts"—as well as arts infused within other academic disciplines to enhance and reinforce learning—"learning **THROUGH** the arts".
- Strong parent and community outreach and support for quality arts opportunities for all students.
- Commitment to ongoing professional development in the arts for teachers and administrators.

- The involvement of professional artists and community arts and cultural organizations in collaboration with educators to provide and enhance arts learning opportunities for students.

As in CCI's other grant programs, grant requests are reviewed in a competitive process by peer panelists who make funding recommendations to the Council. In addition to addressing the Council's arts education goal, applicants must demonstrate:

- Artistic excellence and merit of proposed activities;
- Community involvement and benefit from proposed activities; and
- Implementation capacity, such as effective planning, management, and budgeting of the project.

DEADLINE AND TIMELINE

Only online applications through the Culture Grants Online (CGO) system will be accepted. You must hit the "submit" button by **4:00 p.m. on Thursday, August 25, 2011.**

August 25, 2011	Application Deadline
Early September, 2011	Review panels meet to evaluate applications
September 16, 2011	Funding decisions announced
August 31, 2012	Progress reports and 2 nd year funding requests due
September 30, 2013	Final reports due

We encourage applicants to contact Arts Education Manager, Sheila Sears, 303-892-3852, or Sheila.Sears@state.co.us prior to the grant deadline with any questions or need for clarification regarding the application process or criteria.

APPLICANT ELIGIBILITY CRITERIA

NOTE: Before proceeding, the applicant should:

- Check school and district policies regarding the submittal of grant applications,
- Inform your district of your intent to apply and make sure you have their approval if required,
- Include evidence of district and/or school administrative support in the application.

Lead applicants must be Colorado public schools, including charters. Although CCI requires collaborations with artists, arts organizations and higher education, only K-12 institutions may apply. Private or sectarian schools are not eligible. Artists and organizations should apply in the *Colorado Creates* grant program. (See www.colorarts.org)

Due to the relatively small amount of funding available for StART awards, schools that are currently funded through the StART Implementation grants or school that are currently completing a StART Planning Grant **are the primary targets of this year's StART awards.**

However, schools that are not currently funded by a CCI StART grant, but have chosen the arts as an integral part of their teaching and learning environment may be eligible. **These applicants must receive approval to apply for a StART grant** from Arts Education Manager, Sheila Sears (303-892-3852 Sheila.Sears@state.co.us) as well as meet the other requirements outlined in the StART Arts Education Implementation Grant guidelines.

TYPES OF ACTIVITIES FUNDED

These grants support the implementation of an Arts Education Strategic Plan to make standards-based arts instruction and/or integration of the arts a fundamental part of the basic curriculum for students. Such plans should also support teachers in developing instructional practices around the arts as content areas and as integrated content in other subjects. Applicants will need to submit the plan, evidence that the plan was developed and is supported by a broad-based Arts Steering Committee, and a statement of commitment for the implementation activities from building leadership.

The purpose of StART grants is to support in-school activities related to the school's Arts Education Strategic Plan. Extended day and/or summer programs must relate directly in-school learning and school/district schedules, curricula and educational goals.

StART Schools Implementation strategies/activities must include:

- Collaborations with professional artists or arts organizations.
- Professional development for educators and school administrators to enhance their knowledge and practice in arts education and/or arts integration.
- Evaluation and documentation to help support correlations between enhanced arts learning and improvements in student engagement, achievement and/or behavior.
- Strategies to continue the level and quality of programming beyond the grant term.
- A process for sharing the content and results of their implementation activities with a broad audience, including other schools, policy-makers and their community.

StART Schools Arts Education Implementation activities may include, but are not limited to:

- Whole-school reform or restructuring with the arts as the central focus.
- An academy or small learning community model that targets specific student needs.
- Comprehensive and sequential arts instruction in one or more disciplines.
- Creating projects or curricula that integrate the arts to reinforce learning across other subject areas.
- Reasonable purchase of arts supplies and equipment—the use of which is justified in the plan.
- Including a new arts discipline in the school/district curricula.
- Enhancing parental engagement and involvement through arts activities.
- Establishing art, music, theatre or dance teacher positions in the school or district. *The hiring of arts discipline specialists must be only one element of your strategic plan and the sustainability of any new positions must be addressed in your plan.*
- Advocacy and school marketing campaigns that are part of the activities included in the approved plan.

This category does not fund:

- The replacement of existing arts education personnel, programs or line items in school or district budgets.
- Capital improvements, new construction, renovation or restoration.
- Out of state activities—not serving Colorado communities.
- Social activities, entertainment costs, or receptions not directly associated with an arts education event. (Although food for events or convenings is allowable, alcohol cannot be purchased with CCI funds.)
- Tuition cost toward academic credit in degree-granting institutions.
- Fundraisers, benefits or prize money unrelated to an Arts Education Strategic Plan.

GRANT AMOUNTS AND MATCHING REQUIREMENTS

All awards require a minimum match, half of which must be in cash. Applicants cannot match CCI funds with other CCI funds. **Awards amounts are for one year, with a second year renewal based upon satisfactory reporting and meeting grant requirements as well as the availability of CCI funds.**

CCI StART Grant Award	School or District Match Required
\$4,000 - \$5,000	\$1,000 (\$500 cash/\$500 In-kind)
\$6,000 - \$7,000	\$1,500 (\$750 cash/\$750 In-kind)
\$8,000 - \$9,000	\$2,000 (\$1,000 cash/\$1,000 In-kind)

All awards are contingent upon the CCI's allocation and receipt of sufficient funds from the State of Colorado and the National Endowment for the Arts. The number of requests will likely exceed available funds and grant awards will be distributed broadly statewide.

REVIEW PROCEDURES AND CRITERIA

After the application deadline, an independent peer review panel will be convened to evaluate and rank applications based on the review criteria stated below.

The following review criteria and weights are used by the peer review panel to evaluate and rank proposals. Your application (including narrative answers, budget information, printed support material and audio/visual support material) should demonstrate how your project effectively addresses these three criteria:

1. **Commitment to artistic excellence and educational merit** (up to 40 points)
 - There is a clear vision and specific arts education goals and strategies that address Colorado Academic Standards and are aligned with the school or district educational goals or improvement plan.
 - The proposed strategies and educational processes are specific and clear and the educational collaborators and advisors are experienced and of high quality.
 - Artistic collaborators (professional artists and/or arts organizations) are experienced and of high quality.

2. **School or district need and anticipated student and community involvement and benefit** (up to 40 points)
 - There is evidence of school, parent, and broad community interest and support.
 - There is a commitment to evaluation and documentation to help support correlations between enhanced arts learning and improvements in student engagement, achievement or behavior.
 - There is a process for sharing the content and results of their implementation activities with a broad audience including other schools, policy-makers and their community.
 - The proposed Arts Steering Committee includes appropriate individuals who are significantly involved in both planning and proposed implementation of the activities. NOTE: A committee that does not show a diversity of interest and commitment, e.g. only art teachers or only district administrators, will not score highly in this criterion.
 - There is convincing research cited that the student population targeted by the grant will benefit in specific ways, e.g. academically, behaviorally, socially.

3. **Implementation capacity** (up to 20 points)
 - Evidence of strong management capabilities and involvement of school or district leadership, e.g. the included letter of support from the administrator addresses the administrator's belief and/or background in the benefits of arts education and why they feel qualified to lead the proposed initiatives.
 - Budget is clearly presented, costs are appropriate and request is reasonable.
 - There are solid, appropriate plans or strategies for building and/or sustaining arts in the school and district.

Based on the panel rankings and the agency's available funds, staff members will recommend a funding formula that honors the panel recommendation as well as considerations of geographic, artistic, economic and cultural diversity. Following the panel review, members of the Council will review the panel recommendations and approve awards consistent with the agency's goals. Award amounts are not final until the Council has approved these panel/staff recommendations

SUPPORT MATERIALS

All applicants **are required** to submit support materials. **ALL support materials will be uploaded electronically** through the Culture Grants Online (CGO) system; no hard copies of application materials will be accepted. For advice on submitting support materials, go to the Application Tools section of CCI's website:

http://www.coloarts.org/programs/education/schools_districts/applicationTools.htm

Required Forms and Work Samples:

- **Forms:**

1. A completed Strategic Plan for Arts Education (minimum of 3 years) including a vision, mission, and goals for arts education, a strategic set of activities, a timeline, specific persons responsible and their roles, resources needed, and benchmarks or outcomes. **(YOU WILL FILL OUT THIS FORM IN THE ON-LINE APPLICATION)**
2. A list of your Arts Steering Committee members, their positions, and the role each member will play in the project. (For teachers, specify their grade level and subject area.) **(YOU WILL FILL OUT THIS FORM IN THE ON-LINE APPLICATION)**

PLEASE NOTE: A strong application will show parent, artist/arts organization and broad community interest in and involvement in the planning and sustainability of arts activities by the inclusion of such representatives on this committee. Arts steering committees that include only teachers or administrators will not show a broad base of support for your arts education goals.

- **Work Samples:**

1. A signed Word or PDF copy of a letter of commitment from the Principal (or equivalent) of applicant school. No substitution for the above signature is allowed.
2. A Word or PDF copy of list of community collaborators, including individuals or organizations outside your school with whom you are collaborating. This includes professional artists, arts organizations and educational consultants. We recommend that you collaborate with artists or arts organizations that have been screened for artistic quality and educational experience and trained in working in the school environment. The following information should be included:
 - a. Collaborator Name
 - b. Collaborator's Role in your arts plan
 - c. How Collaborators have been involved in your planning, and
 - d. Whether Collaborators are currently active in your school or if your partnership is pending.
3. Samples of visual, performing or literary art works by proposed professional artists and arts organizations with whom you will collaborate as well as sample work by any school or district arts specialists involved. These work samples will show the type and quality of art activities in which students will be engaged. It is important that you show the artistic excellence and educational experience of collaborators through submission of high quality audio/visual and print work samples.
4. Samples of student projects, lesson plans, curriculum, and professional development materials that illustrate the pedagogy or direction of your efforts at standards-based arts learning and/or arts integration.

APPLICATION SUBMISSION

Only online applications and uploaded support materials will be accepted. Go to www.coloarts.org and click on **Grants>Apply For a Grant>Schools and School Districts>To Apply>Online Application**. Applications must be submitted online by **4:00 p.m. on Thursday, August 25, 2011**.

After you have hit the Submit key for the online application, print a hard-paper copy of your application for your records. You will immediately receive an email confirmation that your online application was received. Applications

and support materials must be complete upon submission. Late applications or applications without support materials are ineligible.

GRANTEE NETWORKING, REPORTING AND EVALUATION REQUIREMENTS

Requirements for Arts Education Implementation grantees:

- Mandatory team attendance at an annual CCI networking/training opportunity.
- Participation in a minimum of one site visit and one interview session (funded by CCI).
- Sharing the content and results of implementation activities with a broad audience including other schools, policy-makers and their community.
- Sharing with CCI any school or district data and internal evaluation to support correlations between enhanced arts education and improvements in student achievement or behavior.
- Completion of progress reports.
- Final Report, data summary and internal evaluation results due September 30, 2013

GRANT CANCELLATIONS

The CCI has the right to withhold, reduce or cancel grants if an applicant or partnership does one of the following:

- Misses deadlines for grant reports.
- Does not notify the CCI of changes in project collaborators or other significant changes in the project.
- Fails to comply with the terms of the grant contract.
- Is unable to raise the required match.
- Demonstrates inadequate financial management and oversight.
- Does not properly credit CCI support.

Grant recipients who do not submit final reports will be ineligible for further CCI funding.

OTHER CONDITIONS OF FUNDING

As a condition of the grant contract, the Colorado Creative Industries requires the recipient of public funds to provide assurances of compliance with all state and federal laws and regulations pertaining to the following:

- **Fair Labor Standards** – including minimum wage and working conditions.
- **Nondiscrimination** – including statutes prohibiting discrimination on the basis of race, creed, disability, national origin, sex, age or marital status.
- **Audit** – All applications accepted for funding become official records of the State of Colorado and are subject to an audit. CCI requires open access to accounting records for funds expended under the terms of contract award for the purpose of audit examination, reference or transcription.
- **Drug-Free Work Place** – compliance to the extent applicable with the Drug-Free Work Place Act of 1988.
- **Fair Language** – In compliance with Title VI of the Civil Rights Act of 1964, grant recipients must take adequate steps to ensure that people with limited English proficiency receive the language assistance necessary to afford them meaningful access to programs, activities and services.
- **Access for People With Disabilities**– Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against persons with disabilities. Artists and Organizations receiving funding must ensure that facilities used for public presentations will be accessible to people with disabilities. Questions about the Americans with Disabilities Act may be directed to VSA arts of Colorado at 303-777-0797.
- **Credit/Acknowledgment** – Grantee agrees that a CCI logo will be included in all announcements and promotional materials and efforts will be made to publicly credit CCI support in any public events related to the funding program and activities.

APPEAL PROCESS

Applicants may appeal the Council's decision concerning a grant application. However, dissatisfaction with the denial or amount of an award is not sufficient reason for an appeal. Grounds for appeal are evidence that:

- The stated review process was not followed, or

- The Council's Conflict of Interest policy was violated.

A written appeal, describing the grounds for appeal and a desired remedy, must be sent to the Chair of the Colorado Creative Industries **no later than three (3) weeks** from the date of the CCI's written notification. The Council will reconsider its decision at its next regularly scheduled meeting after receipt of the written appeal.

NARRATIVE QUESTIONS

The narrative questions for the StART Schools application are below. These are included here for informational purposes only. You will provide answers to these questions in the online application.

We suggest you use a word processor to create the narrative in a separate document and then cut-and-paste the text into the appropriate sections. Do not repeat the sub-questions, but do use the letters A, B, C, etc. to identify answers to each sub-question. You have a total of 15,000 characters (including spaces) for all narrative questions.

- 1. Description of Implementation Strategies & Activities:**
 - A) Describe the proposed arts education activities for which you seek funding, including the number, range and scope of programs or events and the numbers of the participating youth (and percentage of whole school population).
 - B) What are the specific arts education goal(s) from your plan that these activities address and how do they address the new Colorado Academic Standards and integrate with overall school or district goals or school improvement plans?
 - C) Describe planned professional development for educators and school administrators.
- 2. Commitment to Artistic Excellence and Educational Merit:**
 - A) On what art discipline(s) will you focus and why were they chosen?
 - B) Describe the artistic and educational qualifications of the professional artists, arts organizations and educational collaborators with whom you will work and how they were (or will be) selected.
 - C) How were these collaborators involved in planning the activities, and how will they be involved in assessing and documenting the activities?
 - D) How do your strategies/activities address 21st Century Skills and/or Postsecondary and Workforce Readiness skills for your students? Include any focus on helping students access creative careers/occupations.
- 3. School or district need and anticipated student and community benefits:**
 - A) Describe proposed collaborations with other educational institutions or community groups.
 - B) How will you keep school and district leadership, parents, policy-makers and the broader community informed about your arts education activities and share successes?
 - C) How will you collect data and measure any correlation between student academic growth and/or social and behavioral improvement and your proposed arts education activities?
- 4. Implementation Capacity:**
 - A) Who will manage and have ultimate oversight over the activities?
 - B) How will matching funds and in-kind contributions be raised or allocated?
 - C) How will you sustain the level and quality of programming beyond the grant term?

NOTE: For additional help in thinking about your strategies and activities, visit the Application Tools section of the CCI/StART Schools Application on our website. You will find useful documents that may help you articulate your StART Schools vision.

http://www.coloarts.org/programs/education/schools_districts/applicationTools.htm

StART Project Budget Categories

(Sample Only – You will fill this out in the online application)

PROJECT BUDGET INCOME:

1. Earned Income (Cash) – Itemize sources such as: ticket sales, fundraising revenue, fees for service, funds from school or district budget.
2. Contributed Income (Cash) – Itemize sources such as grants (indicate whether pending or secured), individual donations, PTA funding, teacher salaries, substitute pay.
3. Contributed Goods and Services (In-Kind) – List goods/services donated and value, e.g. free rental space, printing, supplies, equipment. List the exact same items/values in the In-Kind section below. (Project Budget Expenses)

PROJECT BUDGET EXPENSES:

1. Salaries, Wages and Benefits (Cash Expense) – List type of personnel and % of time devoted to this project.
2. Fees for Service (Cash Expense) – List consultant and artist/arts organization fees, honoraria, contractual services, professional development, etc.
3. Supplies and Materials (Cash Expense) – Include consumable supplies, materials and items that have an estimated useful life of one year or less.
4. Travel (Cash Expense) – List mileage, car rental, lodging, meals.
5. Other Cash Expenses – List each item separately. Include space or equipment rental, photocopying, postage.
6. Contributed Good and Services (In-Kind) – List goods/services donated that would need to be purchased if not provided by donation and equivalent value of each donation. List the exact same items/values in the In-Kind section above. (Project Budget Income)

(SAMPLE FORM – 6 PAGES)

Arts Education Strategic Plan for _____
(School Name)

Vision:

Mission:

Goals:

