



# 2011 ARTS IN EDUCATION REGRANT PROGRAM



## Guidelines and Application 2010-2011

The Arts in Education Regrant Program is a local funding program that is administered by BRIC Arts | Media | Bklyn and the Brooklyn Arts Council (BAC). This program is funded and supported by the Local Capacity Building Initiative of the Arts in Education Program at the New York State Council on the Arts (NYSCA).

The Local Capacity Building Initiative is a statewide effort to provide local support for widespread participation in Arts in Education. To that end, our agencies were invited by NYSCA to make grants in support of partnerships between schools and teaching artists or cultural organizations that focus on the interdisciplinary or integrated study of the arts and non-arts subjects. The applicants of record for this program will be a school and either an individual teaching artist or a cultural organization. However, eligible projects will involve a direct collaboration between at least one classroom teacher and one teaching artist. Funding decisions are based on the criteria and local funding priorities as they are outlined in these application materials.

BRIC Arts | Media | Bklyn presents quality contemporary art, performing arts and community media programs that reflect Brooklyn's diverse communities, and provides resources and platforms to support the creative process. Flagship programs include: the BRIC Contemporary Art, Celebrate Brooklyn! Performing Arts Festival, BRIC Community Media and BRICstudio. For more information about BRIC and its programs visit [www.bricartsmedia.org](http://www.bricartsmedia.org).

Founded in 1966, Brooklyn Arts Council (BAC) is an arts service organization dedicated to helping artists, arts organizations, and community groups promote and sustain the arts. BAC helps Brooklyn's artist population—from the experimental to those preserving and evolving traditions of cultural heritage—create and present their work. BAC ensures that thousands of people throughout Brooklyn have access to a variety of free arts programming each year. Major areas of service include BAC's Community Arts Regrant Program, Professional Development Seminars for the Arts, Arts in Education, BAC Folk Arts, Scene: Brooklyn, Independent Film and Media Art, and BAC Gallery.

### ARTS IN EDUCATION REGRANT PROGRAM CALENDAR:

#### APPLICATION DEADLINE: THURSDAY, DECEMBER 09, 2010

Postmarked 12/09/10 or Hand-delivered by 5:00 pm to the:

**Brooklyn Arts Council  
55 Washington Street, Suite 218  
Brooklyn, New York 11201**

No late applications will be accepted

**GUIDELINES AND APPLICATION SEMINARS: All applicants must attend ONE of the application seminars. To RSVP, please call BRIC Contemporary Art at 718.683.5600 ext.122 or the Brooklyn Arts Council at 718.625.0080 (Ethany Uttech, AIE Regrant Program).**

3:00 pm – 5:00 pm	Wednesday, Oct 06, 2010	Brooklyn Public Library, Brooklyn Heights Branch 280 Cadman Plaza West - First Floor Auditorium Brooklyn, NY 11201
3:00 pm – 5:00 pm	Monday, Nov 01, 2010	Brooklyn Public Library, Brooklyn Heights Branch 280 Cadman Plaza West - First Floor Auditorium Brooklyn, NY 11201

**Award Notification:** Week of January 24, 2011

**Project Work Period:** February 14 – June 30, 2011

## GRANT REQUIREMENTS & GUIDELINES

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### ***Who is eligible to apply?***

Partnerships between schools and teaching artists or cultural organizations are eligible to apply.

- Schools may be public, private, parochial or charter.
- Schools served must be located in the borough of Brooklyn.
- Cultural organizations must show evidence of non-profit status.
- Partnerships must serve students in grades Pre-Kindergarten through 12.

### ***Projects are eligible if:***

- Activities will occur during the regular school day, between February 14 and June 30, 2011;
- They will involve at least three contact sessions between the same teacher, teaching artist and group of students;
- Activities and outcomes will be collaboratively designed, planned, taught and evaluated by the participating teacher(s), teaching artist(s) and other school and community members;
- Student learning goals will address the New York State Learning Standards for both the arts and the non-arts subjects;
- School is NOT currently receiving OR under consideration for funding under NYSCA's K-12 Arts Education Projects (*K-12 Arts Education Projects: Planning and Piloting* and *K-12 Arts Education Projects: Implementation*)

### ***Plus Factors:***

- Artists are residents of New York State;
- Contact sessions are separated by enough time for reflection and refining;
- The school's certified art, music, dance and/or theater teachers participate in the project in addition to the non-arts teacher(s);
- Collaboratively designed professional development activities support the project;
- Projects reach communities that are under-served or under-represented due to geographic location, low income level and/or ethnicity;
- Longer-term projects, involving the same group of students for five sessions or more;
- Small projects that represent new or first-time efforts in Arts in Education.

### ***This program does not fund:***

- Home Schools;
- Stand-alone assembly programs, single performances, or one-time visits to cultural institutions;
- Projects that appear to replace the role of certified art, music, dance or theater teachers;
- Projects that focus on non-integrated, sequential arts education;
- Extracurricular activities that take place after the school day, in the summer, or during non-school hours;
- Programs for which selected students are taken out of regular classes or are self-selected for participation;
- College level courses, scholarships, contests or student performing groups;
- Applicants with overdue final reports on previous BRIC/BAC Art in Education Regrant projects.



## BUDGET REQUIREMENTS & GUIDELINES

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### Grants will range from \$750 to \$2,500

Generally the school partner contributes **some cash** toward the expenses of the project. The more the school is able to contribute, the higher the proposal may score during panel deliberations. However if the partnership is unable to garner any financial support for this project, please explain why and describe specific efforts to find sources of income.

The school's matching funds may be comprised of a combination of cash and in-kind resources..

*Examples of cash contributions include money that is spent on materials, busing, payments to substitutes, payments to teachers to stay after school, payments to artists, etc.*

*Examples of in-kind contributions include teachers donating time to stay after school, donations of materials from outside groups, etc.*

### Recommended minimum artist rates: \$250 per school day or \$50 per hour

## REVIEW PROCESS

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It is your responsibility to submit a complete and accurate application. However, as part of the review process, the BAC staff may contact you by telephone to clarify and review information before applications are considered for funding by the panel. An independent panel reviews all applications and makes recommendations for funding as well as for dollar amounts of awards. The panel includes members of the community, educators and education administrators, individual artists and arts administrators living or working in Brooklyn.

### Evaluative Process:

- Clarity and appropriateness of the shared educational and artistic goals and expected student outcomes in relation to proposed project activities and grade levels served.
- Degree to which the project will strengthen learning of curricula in both the art and non-art subjects.
- Depth and authenticity of the connection between the arts and non-art subjects.
- Degree to which project will support the cited NYS Learning Standards in both art and non-art subjects.
- Degree to which the timeline allows for reflection, further investigation, and fine tuning between work sessions.
- Clarity, appropriateness, and feasibility of evaluation and student assessment plans.
- Quality of expertise and appropriateness of proposed artists or professionals.
- Appropriateness of the members of the planning and implementation team.
- Appropriateness and cost-effectiveness of the proposed budget.



**Are applications available online?**

Yes. Forms can be downloaded from <http://www.bricartsmedia.org/contemporary-art/artist-opportunities/arts-in-education-regrant-program> and from [www.brooklynartscouncil.org](http://www.brooklynartscouncil.org).

However, applications *cannot* be submitted online.

**When will we be notified as to the status of our application?**

We will notify all applicants by mail, regarding the status of their application the week of January 24<sup>th</sup>, 2011.

**What are the Regrantee's Responsibilities?**

- Comply with the terms of the cultural agreement contract.
- Provide written notice to BRIC Contemporary Art of dates, times and location of funded project at least four weeks prior to the event.
- Submit a final narrative and financial report to BRIC Contemporary Art.
- All printed material and public presentations should include the following credit line:  
*This project is made possible with funds from the Local Capacity Building Initiative, a regrant program of the Arts in Education Program of the New York State Council on the Arts, administered by BRIC Arts |Media | Bklyn and the Brooklyn Arts Council (BAC).*
- Notify your elected State Assembly Member and State Senator of your regrant:  
Go to <http://votesmart.org> and enter your 9-digit zip code. (If you do not know your 9-digit zip code, enter your 5-digit zip code and follow the link on the following screen.) Under "Current Officials," find the representatives listed under "State Legislative." Click on your representative's link, and find their contact information in the sidebar on the right side of the web page.

**Appeals Process:**

BRIC and BAC are committed to unbiased, full and fair consideration in this competitive funding review process. An organization not recommended for funding by the Review Panel and wishing to appeal must initiate a formal appeal by writing to the AIE Regrant Program at BAC within fourteen (14) calendar days after the postmark date of the denial letter. A separate appeals panel will examine the grounds for appeal and determine whether there is sufficient reason to send the request to a regrant panel for review. Dissatisfaction with the level of funding is not grounds for an appeal.

**The only grounds for appeal are:**

- (a) non-presentation of pertinent information which was included in the application;
- (b) misrepresentation of pertinent information; or
- (c) improper procedure.

**FOR INFORMATION OR APPLICATION ASSISTANCE**

CONTACT: HAWLEY HUSSEY  
BRIC CONTEMPORARY ART  
PH: 718.683.5600, EXT. 312  
FAX: 718.488.0609

[HAWLEY@BRICARTSMEDIA.ORG](mailto:HAWLEY@BRICARTSMEDIA.ORG)



**Application**

**PROJECT TITLE:**

**BRIEF ABSTRACT OF PROPOSED PROJECT:**

<b>SCHOOL CONTACT INFORMATION</b>			
School Name / Number		Website	
Administrative District	Geographical District	School Support Organization	
School Mailing Address		City	State Zip
School Grant Contact Name & Role at School		Contact Telephone	Contact Email
Principal Name		Principal Telephone	Principal Email
City Council District: ___ Community Planning Board: ___ NYS Assembly District: ___ NYS Senate District: ___ US Congressional District: ___			

<b>CULTURAL PARTNER CONTACT INFORMATION</b>			
Cultural Organization		Website	
Mailing Address		City	State Zip
Grant Contact Name & Role at Organization		Contact Telephone	Contact Email
Executive Director Name		Telephone	Email
City Council District: ___ Community Planning Board: ___ NYS Assembly District: ___ NYS Senate District: ___ US Congressional District: ___			

<b>TEACHING ARTIST CONTACT INFORMATION</b>			
Teaching Artist Name		Website	
Mailing Address		City	State Zip
Email		Telephone	
City Council District: ___ Community Planning Board: ___ NYS Assembly District: ___ NYS Senate District: ___ US Congressional District: ___			



**PROJECT INFORMATION**

Who will be the Primary Contact Person for this grant? *List name and email.*

Who will be responsible for project budget? *List name and email.*

Who will the grant check be made out to? *List name and email.*

Who will be responsible for the final report? *List name and email.*

**Please list the Planning and Implementation Team Members:**

NAME (First and Last),	POSITION OR AFFILIATION	ROLE IN PROJECT
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**Who will be served by this project?**

DIRECT (through contact sessions)

INDIRECT (through exhibitions, assemblies, etc)

Grade	# of Students	# of Classes	# of Teachers

Grade	# of Students	# of Classes	# of Teachers

**SCHOOL INFORMATION**

**Please list the certified arts specialists on the school's staff:**

NAME (First and Last)	ARTS DISCIPLINE	FULL-TIME / PART-TIME	GRADES SERVED
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## PROJECT NARRATIVE

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**Please answer the following questions separately using a maximum of 4 pages, and no less than 12pt font size in Times New Roman. Attach responses to completed application packet.**

1. What are the shared educational and artistic goals and expected student outcomes for this project?
2. List the art and non-art curricular areas on which your project will focus. Briefly describe how students will study these subjects in an integrated fashion. Briefly describe how the primary New York State Learning Standards in the arts and non-arts areas will be supported.
3. Provide a brief timeline of the project activities. Include planning meetings, artist contact sessions, sessions where teachers will work with students before or between teaching artist sessions, reflection meetings, etc. If professional development will be a project component, please include these sessions in the timeline and describe the proposed activities. In addition, if certified art, music, dance, and/or theater teachers will participate in the project, describe their role. *Note: Eligible projects must include at least three artist contact sessions conducted during the regular school day.*
4. Describe how parents, school and community members will be made aware of the project.
5. How will you recognize success?
  - Describe the methods you will use to evaluate the effectiveness of your planning and project implementation (e.g., final feedback sessions, interim reflection meeting(s) to discuss what's working and what isn't).
  - Describe the methods you will use to capture changes in student learning (e.g., rubrics, portfolios, journal writing, pre/post testing, checklist, etc.) Be sure to indicate the changes you'll hope to achieve and how you will know whether and to what extent they occurred.
  - Identify who will be responsible for analyzing the information and describe how the information will be used (for example: fodder for discussion at a final reflection meeting, as a way to communicate with parents, school, and community members of the success of the project).
6. Briefly describe the credentials and previous experience of the teaching artist(s) that will be involved in the project.
7. If you previously received funding for this project, describe what you learned from your evaluation process and what improvements you are planning to implement.

## PROJECT TIMELINE

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**Summary – Complete this section after you have composed your timeline in the Project Narrative (item #3 above)**

- Total anticipated number of Artist Contact Sessions: \_\_\_\_\_
- Duration of individual Artist Contact Sessions: \_\_\_\_\_
- Total anticipated number of Related Class Periods devoted to project (outside of time with artist(s)): \_\_\_\_\_
- Total anticipated number of Planning / Reflection Meetings: \_\_\_\_\_
- Total anticipated number of related Professional Development sessions: \_\_\_\_\_



**PROJECT BUDGET**

Please review budget guidelines in the application guidelines before completing this budget form

**EXPENSES: School Expenses**

Type of Expense	Explanation (e.g., two subs x \$50 per session X 2 days =\$200)	Amount
Substitute Teachers		
Buses		
Teacher after school time		
Materials / Supplies		
Other (specify):		
<b>Total:</b>		

**EXPENSES: Cultural Organization / Teaching Artist(s)**

Type of Expense	Explanation	Amount
Administrative Personnel		
Artist Fees		
Materials/Supplies		
Travel		
Other (specify):		
<b>Total:</b>		

<b>TOTAL EXPENSES (School + Cultural Organization / Teaching Artist Expenses):</b>	<b>(A)</b>
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**INCOME: School Income**

CASH from:	Source	Amount
Titled Funds (e.g., Title I)		
Professional Development Funds		
Substitute Teacher Funds		
Busing Funds		
Parent/Teacher Organization		
Foundations		
Businesses		
Other (specify):		
<b>Total CASH income from School:</b>		
<b>In-Kind Contributions</b> (attach sheet with details of each good/service to this form)		<b>Total Value:</b>
<b>TOTAL INCOME from School (Cash + In-Kind):</b>		<b>(x)</b>

**INCOME: Cultural Organization / Teaching Artist(s)**

CASH from:	Source	Amount
Foundations		
Businesses		
Public (Local, State, Federal)		
Earned Income		
Other (specify):		
<b>Total CASH income from Cultural Org / Teaching Artist:</b>		
<b>In-Kind Contributions</b> (attach sheet with details of each good/service to this form)		<b>Total Value:</b>
<b>TOTAL INCOME from Cultural Org / Teaching Artist (Cash + In-Kind):</b>		<b>(y)</b>

<b>TOTAL INCOME of Partnership (x + y):</b>	<b>(B)</b>
<b>TOTAL EXPENSES (A) minus TOTAL INCOME (B) = GRANT REQUEST AMOUNT (C):</b> (Grant Request Amount may not exceed Total Income or grant request maximum of \$2500)	<b>(C)</b>



CERTIFICATION AND RELEASE: The undersigned certifies that he or she: (1) has knowledge of the information present in this Application; (2) has read and accepted the Guidelines of BRIC Arts | Media | Bklyn and the Brooklyn Arts Council (BAC); (3) on behalf of the applicant, releases BRIC & BAC, its employees or agents with respect to damages to property or materials submitted in connection herewith; (4) certifies to the best of their knowledge that funds from this program will not be substituted for or impact current in-school funding for the arts; and (5) the school partner is NOT currently receiving OR under consideration for funding under NYSCA's K-12 Arts Education Projects. This is a requirement for eligibility.

SCHOOL PRINCIPAL

SIGNATURE

DATE

NAME OF CULTURAL ORGANIZATION'S AUTHORIZING OFFICIAL

TITLE

SIGNATURE

DATE

NAME OF TEACHING ARTIST

SIGNATURE

DATE

**Organization Not-for-Profit Status: Check all that apply and submit documentation of not-for-profit status.**

- 1. US Internal Revenue Service 501(c)(3)
- 2. NYS Not-for-Profit Corporation (Charter from Board of Regents S.216)
- 3. NYS Charities Registration (Article 7A)
- 4. Certificate of Incorporation under S.402 of the NYS Not-for Profit Law

**Application Deadline:** Signed original plus eleven (11) copies of the completed applications must be postmarked or hand delivered by Thursday December 09, 2010. Applications submitted or received after that date and time will not be considered. Applications may not be submitted by fax or e-mail.

**Original (signed) plus ELEVEN copies of the completed application form must be postmarked or hand delivered to:**

**Brooklyn Arts Council, Inc.  
55 Washington Street, Suite 218  
Brooklyn, NY 11201  
Attn: Arts in Education Regrant Program**

**For additional information contact:**  
Hawley Hussey, BRIC Contemporary Art  
ph: 718 683 5600 ext:312 fax: 718 488 0609 Email: [hawley@bricartsmedia.org](mailto:hawley@bricartsmedia.org)