



# Bronx Council on the Arts

## Arts-in-Education Grant

### Guidelines

**Deadline: Friday, November 13, 2009**

The Bronx Council on the Arts (BCA) invites all eligible Bronx artists and Bronx Schools to apply to the BCA Arts-in-Education Grant for the 2009-2010 school year. Read information and requirements carefully to determine eligibility.

This application is available electronically on BCA's website at [www.bronxarts.org](http://www.bronxarts.org).

**Deadline:** Application must be in-house at BCA by 5:00 p.m. on Friday, November 13, 2009 or postmarked by the post office on that date.

### About the Grant

The Arts-in-Education Program is a local funding program administered by the Bronx Council on the Arts. The 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 the widespread participation in arts-in-education. To that end, our agency was invited by NYSCA to make grants in support of partnerships between school and arts/cultural organizations or teaching artists that focus on the integrated study of the arts and non-arts subjects.

The applicants of record for this program will be a school and either an arts/cultural organization or independent teaching artist with conduit. However, eligible projects will involve a direct collaboration between at least one classroom teacher and one teaching artists.

Funding decisions are base on the criteria and local funding priorities as they are outlined in these application materials. Project should take place during the academic school year of 2009-2010 with a start date of **February 2, 2010**.

## **Eligibility Criteria-Who May Apply (Mandatory Reading)**

### **Partnerships between schools and teaching artists or arts organizations are eligible:**

- Schools may be public, private, parochial or Charter;
- Schools must be based in the Bronx;
- Arts/cultural organizations must show evidence of non-profit status;
- Partnerships must serve students in grades pre-kindergarten through 12.

### **Projects are Eligible if:**

- Activities must occur during the regular school day (non-extended hours);
- They must involve at least three contact sessions between the teaching artist, class of students, same teachers;
- Activities and outcomes will be collaboratively designed, planned and taught and evaluated by the participating teacher, artist and school leadership;
- They must address the New York State Learning Standards for both the arts and non-arts subjects;
- Public Schools can use the New York City blue-prints for the arts together with New York State learning standards but the New York State Standards are first priority.

### **PLUS FACTORS:**

#### **Special Priority will be given to applications if:**

- Artists are residents of New York State;
- Teaching artists and arts organizations are based in the Bronx;
- Contact sessions are separated by enough time for reflections and refinement by both the teaching artist and classroom/(or) subject teacher;
- The school's certified art, music, dance, theatre teachers participate in the project planning and implementation of residency in addition to the non-arts teacher;
- Collaboratively designed professional development activities support this project (i.e., outside consultants are hired through separate funds to give professional development on arts integration, or assessment and evaluations). Must be BCA approved;
- The school partner contributes cash to the project.

### **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 instruction already provided by a certified art, music, dance theatre teacher at a school;
- Projects that focus on non-integrated, sequential arts educations or arts enrichment;
- **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.

### **Budgetary Requirements:**

These grants are matching grants. Partnership must show that for every dollar they request from the grant program, they have secured one matching dollar in income-outside of in-kind, donated goods and materials.

Generally, the school partner must contribute some cash toward the expenses of the project. The more cash the school is able to contribute the higher the proposal may score during panel deliberations. If the partner is an independent teaching artist, the school must contribute the entire match. If the partner is an arts organization they may contribute up to one-half of the cash match. If the school is unable to contribute any cash, the arts organization (if applicable) must contribute cash. This cash contribution is in addition to any in-kind contributions.

***Example:** If the request is for \$500, the school must contribute \$500 in cash. If the partnership is a school and arts organization, both can contribute to the cash match. If the partner is an individual teaching artist, however, the school will have to contribute the entire match. If an art organization is the partner, it can contribute up to half of the cash match.*

*Cash contributions include actual money spent on materials, payments to substitutes, payments to teachers to stay after school, payments to artists, etc.*

**Teacher and teaching artist attendance at BCA  
“How to Apply” workshops are MANDATORY.**

## Evaluation Criteria

The Review Panel will use the following criteria to evaluate the grant proposals:

- 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 connections between the art and non-art subjects;
- Degree to which the project will support the cited New York State Learning Standards in both the art and non-art subjects;
- Degree to which the timeline will allow for reflection, further investigation and fine-tuning between work sessions;
- Appropriateness of professional development activities in relation to project goals and expected student outcomes;
- Degree to which certified art, music, dance and/or theatre teachers participates in the project;
- Clarity, appropriateness and feasibility of evaluation and student assessment plans;
- Quality of expertise and appropriateness of proposed artists or professionals (include resumes);
- Appropriateness of the members of the planning and implementation team;
- Appropriateness and cost-effectiveness of the proposed budget.

## What to Submit

Original application with original signatures and completed narratives; plus eight (8) copies of the COMPLETE applications COLLATED in the order below.

- Checklist (completed checklist must appear as the top page on every copy. You can duplicate this list as your checklist);
- Resumes of artists (8 copies);
- Project activity timeline (See question #3) 8 copies);
- A description of school and student benefit derived from the project;
- Letter of commitment from the school (outlining cash match and responsibilities);
- A detailed list of support sources (**BCA cannot be the sole source of support for any project**);

- Letters of commitment outlining project responsibilities from each partner and the amount of cash match agreed upon.

## For ARTS ORGANIZATIONS ONLY

- A brief description of arts/cultural organization's mission and general activities;
- Proof of Non-Profit Status. One copy of any one of the following must be submitted with the application, as proof of non-profit status:
  1. A copy of the letter from the U.S Treasury Department granting federal tax exemption under Section 501(c)3 of the U.S. Internal Revenue Code;
  2. A copy of the Charter issued by the Board of Regents of the State of New York under Section 216 of the Education Law;
  3. Bureau of Charities Filing receipt;
  4. Certification of Incorporation under Section 402 of the not-for-profit law.
- List of Board of Directors or decision-making body with their addresses. (1 Copy)
- Latest annual Financial Statement for your organization. (1 copy).

## Review Process

BCA staff will contact applicant to confirm receipt of application.

Panels will meet to consider all eligible applications. Panel members are representatives of the artistic and educational communities in the Bronx.

The Executive Committee of the Bronx Council on the Arts will review and finalize all panel decisions.

All applicants will be notified, regardless of whether or not they receive funding. Award letters will outline steps required (e.g., signed contract, budget and program modification statement and final schedule for granted activity) in order to receive grant award.

Checks will be distributed at awards ceremony and reception in February.

## Appeals Process

The grounds for an appeal are based solely on either

- non-presentation of material information by staff to panelist;

<p><b>Appeal Process (continued)</b></p> <ul style="list-style-type: none"> <li>• misrepresentation of <i>material</i> information by staff or panelist;</li> <li>• conflict of interest on the part of the panelist.</li> </ul> <p>An appeal must be made in writing to BCA within ten (10) working days of the post-marked formal notification of the funding decision.</p> <p><i>Dissatisfaction with the level of support or a recommendation of no funding, cannot be used as the basis for an appeal.</i></p>	<p><b>Final Reports</b></p> <p>All grantees are required to file a final report to BCA no more the thirty (30) days after project completion. <b>The Final Report is a template provided by BCA. No other Form is acceptable.</b></p> <p>Previously funded grantees will not be eligible to apply if all required final reports have not been submitted to BCA.</p>
<p align="center"><b>“HOW TO APPLY” &amp; PROFESSIONAL DEVELOPMENT WORKSHOPS</b></p>	
<p align="center"><b>“How To Apply” Workshops Thursday, October 29, 2009 4:00 PM BCA, 1738 Hone Avenue Bronx, NY 10461</b></p>	<p align="center"><b>AIE Professional Workshop BCA Roundtable National Teachers Day Thursday, May 6, 2010</b></p>
<p align="center">Directions to BCA</p> <p>BUS: BX 21 to Hone Avenue &amp; Morris Park Avenue.</p> <p>SUBWAY: IRT #5 (Dyre Avenue) train to Morris Park Avenue. Walk one block east to Hone Avenue and make a right. Walk four blocks to Hone Avenue &amp; Morris Park Avenue. Cross over to the southeast corner. Our building is that corner building where Piggybank Discount store is. Our entrance is the second door (under the Bronx Council on the Arts sign) on the Hone Avenue side of the building.</p>	
<p align="center">About The Bronx Council on The Arts</p> <p><u>The Bronx Council on the Arts</u> (BCA), a private, non-profit membership organization, is the officially designated cultural agency of Bronx County, providing cultural services and arts programs to a multi-cultural constituency. BCA's mission is to encourage and provide the means to increase the community's awareness and participation in the arts; nurture the professional development of the performing, visual and literary artists and arts organizations; and generate support and participation from all funding sources, including business, government and individuals. BCA's basic initiatives include direct financial support for individual artists and non-profit organizations, information services, technical assistance, education and community programming and advocacy. The key to the success of our programs has been the formation of mutually beneficial partnerships with the private sector, educational institutions, social service agencies and community organizations.</p> <p>In addition to the administrative offices, BCA maintains three additional sites. The Bronx Writers' Center is located at 2521 Glebe Avenue in the Westchester Square Branch of the New York Public Library. The Longwood Arts Project and Cyber Gallery is housed at 450 Grand Concourse at Hostos Community College and the BCA Development Corporation is housed at Pregones Theatre at 851 Walton Avenue. For information on these sites, visit <a href="http://www.bronxarts.org">www.bronxarts.org</a>.</p> <p><u>The Bronx Writers' Center</u> (BWC) , a program of the Bronx Council on the Arts (BCA), is devoted to promoting and supporting the development of writers, the literary community and the audience for literary programming in the Bronx. For additional information about the Bronx Writers' Center, call 718-931-9500 x21.</p> <p><u>Longwood Arts Project and Cyber Studio</u> — BCA converted its studios at the Longwood Arts Project into the Cyber Residency Program in 1999. The Residency provided artists the opportunity to utilize new media and advanced technology in the development of their work and offered an opportunity for local artists to experiment and grow through direct exposure and experience with the transition from their traditional means of creating to incorporate technology. Each resident was provided a Cyber Studio equipped with individual computers, multimedia software, Internet technology and access to technology consultants and mentors as well as artists. The Residency is now the Digital Matrix Commissions Program providing honoraria to emerging artists to develop new web-based projects. For additional information about the Longwood Arts Project and Digital Matrix Commissions Program call 718-518-6728 or visit <a href="http://www.bronxarts.org/lag.asp">www.bronxarts.org/lag.asp</a>.</p> <p><u>The BCA Development Corporation</u> (BCADC) is the economic development division of the Bronx Council on the Arts. BCADC develops and stimulates arts-related business ventures. Founded by Bronx Council on the Arts in 1997, the Development Corporation is a partner in the ongoing revitalization of the Bronx. For more information, call 718-401-9558.</p> <p><u>Bronx Recognizes Its Own</u> (BRIO) Fellowship Award — BCA recognizes its mandate to support artistic development as well as the contributions of Bronx artists. Since 1989, the BRIO Award has served as a demonstration of BCA's outreach and support to the community of Bronx artists creating work in the literary, media, performing, and visual arts. 25 grants of \$3,000 each are awarded to individual artists in a variety of disciplines. BRIO winners must complete a one-time public service activity in the year following their award. Selection is based on artistic excellence and is decided by a panel of professional artists representing the various disciplines. Only artists residing in the Bronx are eligible. For more information, call 718-931-9500 x35.</p>	

**Bronx Council on the Arts**  
**PANELIST NOMINATION FORM**

Nomination Deadline is November 12, 2009

The Bronx Council on the Arts (BCA) is seeking nominations of individuals to serve on the various panels conducted throughout the year. These panels represent a wide range of experience in arts management and arts disciplines. If you would like to nominate an individual to serve as a panelist, please complete the following information and attach a current resume of the nominee.

**Nominee Information**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact:**      **Phone** \_\_\_\_\_

**Fax** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Affiliation:** \_\_\_\_\_

**Experience:** (please provide a short description of why you think this nominee would make a good panelist and their primary areas of expertise.)

**Nominated by:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact:**      **Phone** \_\_\_\_\_

**Fax** \_\_\_\_\_

**E-mail** \_\_\_\_\_

In an effort to maintain a high level of integrity and impartiality in its decision-making process, BCA needs to consider many factors, including cultural diversity and geographic representation, when creating its panels. In view of these requirements, BCA may not be able to utilize the services of all of the qualified individuals who are nominated. However, nominee information will be held for at least two years.

Thank you for your suggestions

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