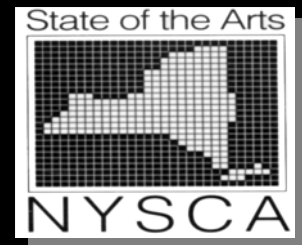




Bronx Council on the Arts



2007-08 Arts-In-Education Grant

GUIDELINES

Deadline: Thursday, October 11, 2007

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 2007-2008 school year. Read information and requirements carefully to determine eligibility. Maximum allowable request is \$5,000 with a dollar for dollar match. One request per school per artist/cultural organization partnership.

This application will be available electronically in early June 2007 on BCA's website at www.bronxarts.org. **Deadline:** Application must be in-house at BCA by 5:00pm on Thursday, October 11, 2007 or postmarked by the post office on that date.

ABOUT THE GRANT

The Arts-In-Education Program is a local funding program that is administered by the Bronx Council on the Arts. 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 agency was invited by NYSCA to make grants in support of partnerships between schools and either individual teaching artists or arts/cultural organizations 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 independent 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. Project should take place during the academic school year of 2007-2008 with a start date of January 28, 2008.

(mandatory reading)
Eligibility Criteria — Who May Apply

Partnerships between schools and teaching artists or cultural 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 kindergarten through 12.

(mandatory reading)
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 same teacher, teaching artist and the same class of students**;
- Activities and outcomes will be collaboratively designed, planned, 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.

PLUS FACTORS:
Special Priority will be given to applications if:

- Artists are residents of New York State;
- Contact sessions are separated by enough time for reflection and refinement;
- The school's certified art, music, dance, theatre teachers participate in the project in addition to the non-arts teacher;
- Collaboratively professional development activities support this project;
- Outside consultants are hired through separate funds to give professional development on arts integration, assessment and evaluation must be BCA approved.
- Partnership includes Bronx arts organization or Bronx artist.

(mandatory reading)
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 or theatre teachers;
- Projects that focus on non-integrated, sequential arts education 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; or
- College-level courses, scholarships, contests, or student performing groups.

Budgetary Requirements:

These grants are matching grants. Partnership applicants must show that for every dollar they request from the grant program, they have secured one matching dollar in income.

Example: if a partnership requests \$1,000 from the grant program, it must show that it has already secured \$1,000 in matching income.

Of the matching income, the **school** partner must contribute an amount that equals at least 50% of the grant request. **If the art/cultural partner is an independent teaching artist, the school must contribute the entire match. If the partner is a cultural organization, they may contribute up to one-half of the match in cash.**

In the example above, the school would have to show that it is contributing at least \$500 of the match. If the partner is an individual teaching artist, however, the school will likely contribute the entire \$1,000 of the match. If a cultural organization is the partner, it can contribute up to \$500 of the match in cash.

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

Matching funds may be comprised of a combination of cash and in-kind resources. However the school must contribute at least 60% of the match in CASH.

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 connection 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 (If applicable).

EVALUATION CRITERIA continued

- Degree to which certified art, music, dance and/or theatre teachers will participate in the project (if applicable);
- 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**.

REQUESTED SUPPLEMENTAL MATERIAL

- Please provide a detailed list of support sources (in-kind and cash) other than BCA. (BCA cannot be the sole source of support for any project);
- Letters of commitment outlining project responsibilities from each partner and the amount of the cash match agreed upon;
- Support materials from arts/cultural organization reflecting general activities.

WHAT TO SUBMIT

- Original application plus eight (8) copies of the COMPLETE application 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);
- Original application with original signatures and completed narratives;
- Resumes of artists (8 copies);
- Letter of commitment from the school (outlining cash match and responsibilities);
- Letter of commitment from organization (outlining any match and responsibilities).

FOR ARTS/CULTURAL ORGANIZATIONS ONLY

- A brief description of arts/cultural organization's mission and general activities;
- Proof of Non-Profit Status (1 copy). Any one of the following must be submitted with the application, as proof of non-profit status:
 - a. 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;
 - b. A copy of the Charter issued by the Board of Regents of the State of New York under Section 216 of the Education Law;
 - c. Bureau of Charities Filing receipt;
 - d. 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.

Review Panels will meet in late December/early January 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.

Applicants are notified of final decisions late January. 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 the NYSCA/BCA LCB Awards Ceremony and Reception in February.

APPEALS PROCESS

BCA wants to ensure that applicants are given full and fair consideration in this competitive funding review process. The appeals process exists for this reason.

The grounds for an appeal are based solely on either

- a. non-presentation of *material* information by staff or panelist;
- b. misrepresentation of *material* information by staff or panelist; or
- c. improper procedure (e.g., conflict of interest on the part of a panelist).

Should the appeals panel uphold the appeal, then the application will be returned to a re-grants panel for review.

An appeal must be made in writing to BCA within ten (10) working days of the post-marked formal notification of the funding decision.

Dissatisfaction with the level of support or a recommendation of no funding, cannot be used as the basis for an appeal.

FINAL REPORTS

All grantees are required to file a final report to BCA no more than thirty (30) days after project completion. Previously funded grantees will not be eligible to apply if all required final reports have not been submitted to BCA.

“HOW TO APPLY” & PROFESSIONAL DEVELOPMENT WORKSHOPS

BCA has scheduled two **“How to Apply”** workshops to provide assistance in completing the application forms and to answer any questions. There will also be an **“Arts-In-Education Professional Development”** workshop. **All applicants must attend one (1) “How to Apply” workshop as well as the professional development workshop.**

“How to Apply” Workshops

Tuesday • September 4, 2007 • 4:00–6:00pm
Monday • September 10, 2007 • 4:00–6:00pm

School representative must be the participating teacher.

AIE Professional Development Workshop *Evaluation & Assessment of Students & Project*

Thursday, September 13, 2007 • 4:00–6:00pm

This workshop may be substituted by a collaboratively designed professional workshop funded through separate monies.

**All workshops will take place at the main office of
The Bronx Council on the Arts at 1738 Hone Avenue, Bronx, NY 10465**

Directions: By subway, take the #2 or #5 Train to East 180th Street, then take the BX 21 bus across the street toward Westchester Square. Get off at the corner of Morris Park & Hone Avenues. Also by subway, take the #5 Train to Morris Park Avenue. Turn right out of the station, walk to Morris Park Avenue, and turn left and walk until you get to Hone Avenue. For additional directions, call 718-931-9500 x19.

**This application will be available on-line by early June 2007.
It must be downloaded for completion and submission.**

About The Bronx Council on The Arts

The **Bronx Council on the Arts (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. The mission of BCA 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.

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.

The **Bronx Writers' Center (BWC)** is devoted to the professional and artistic development of Bronx Writers, and to expanding audiences for literature in The Bronx. The Center serves as a quiet space for writers in all genres to work, research, attend workshops and readings, and stay connected to the literary community while developing their craft. In addition, both established and emerging writers are able to participate in and create new programs, which benefit the development of not only the audiences for spoken word performances, but their own careers as well. For additional information about the Bronx Writers' Center, call 718-409-1265.

Longwood Arts Project and Cyber Studio — 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 www.longwoodcyber.org.

Bronx Recognizes Its Own (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. 22 grants of \$2,500 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 on all BCA programs, events, and activities, visit www.bronxarts.org.



Bronx Council on the Arts PANELIST NOMINATION FORM

Nomination Deadline is June 29, 2007.

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.

Please return this information to:

**Arts-In-Education Grant
Bronx Council on the Arts
1738 Hone Avenue
Bronx, New York 10461**