

HUNTINGTON ARTS COUNCIL
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CREATIVE LEARNING PROGRAM GUIDELINES

Supporting the role the arts play in engaging K-12 public school students and participants of all ages through three sequential, hands-on art instruction.

APPLICATION DEADLINE: Friday, September 20, 2019 by 4:00PM

WHO MAY APPLY: Non-profit organizations, individual artists partnering with eligible public schools or community-based organizations

AWARD AMOUNT: \$500 – \$5,000

PROJECT PERIOD: January 1 – December 31, 2020

- *Creative Learning will not award funding for more than **70%** of an applicants' total expenses for **In-School projects**.*
- *Creative Learning will not award funding for more than **70%** of an applicant's total expenses for **After-School or Community-based Center projects**.*
- *Remaining project costs must be met through planned in-kind contributions, cash income, or a combination of both; this must be demonstrated in the project budget. Additional funding can come from school, artist or organization contributions, PTA, BOCES, in-kind, or school or community supporters.*
- *Creative Learning grants cannot be the sole support for any project.*

ABOUT THE PROGRAM

The Creative Learning grant is designed to support arts education projects in K-12 public schools; after-school settings; and partnerships with community based organizations (ex: senior centers, etc.).

This funding is designed to support effective and innovative approaches to artist-led instruction both in and outside the school setting. These grants are meant to build the capacity of local artists and non-profit arts organizations while providing public school-aged students, adults, and seniors with high-quality artistic learning experiences. Projects should draw on arts education practices to engage participants in the creation and interpretation of artistic works. Instruction must be sequential, age- and skill-based, and focused on the exploration of art and the artistic process. Emphasis is placed on the depth and quality of the creative process through which participants learn through, or about, the arts.

The grant funds partnerships (applicants and their partners): The official applicant to the grant must be a Suffolk or Nassau County nonprofit arts & cultural organization, or an individual artist (or groups

of artists). The project can take place at a Suffolk or Nassau County public school during the school day, at an after-school program, or at a community center. The school or community center is referred to as the "Partner."

Note: If an individual artist is the applicant, s/he must be from either Nassau or Suffolk County. However, if the applicant happens to be a Nassau County nonprofit arts & cultural organization, their teaching artists do not have to be from Nassau County.

PROGRAM GOALS

Creative Learning grants strive to build the capacity of local teaching artists and nonprofit arts organizations while 1) providing K-12 public school students high-quality artistic learning experiences, and 2) supporting projects that provide in-depth, age-and skills-appropriate opportunities for participants of all ages to create and experience the arts. This grant opportunity allows for teaching artists to work during-school and after-school program setting, or in community-based organizations (i.e., senior centers) to encourage and promote the importance of lifelong learning.

For teaching artists working in public schools, projects must focus on the exploration of art and the artistic process through the collaborative planning of artists and teachers. Inter-curricular collaboration is encouraged but not required. For teaching artists working in an after school or community-based setting, projects must be a sequential arts workshop/program for participants. Both after school and community-based projects must be open to the public.

PROJECT REQUIREMENTS

All Creative Learning projects must provide:

- Sequential, skills-based study that incorporates one or more art forms
- A minimum of **three (3)** sequential, hands-on learning sessions
- In-depth, age and skills appropriate learning opportunities
- Hands-on, participatory creation and/or learning opportunities in one or more art forms that may culminate in exhibitions, productions, or demonstrations
- Stated learning goals, methodologies and outcomes, and a means for student evaluation

Requirements for In-school projects, during the school day:

- Eligible projects will involve a direct collaboration between at least one non-arts classroom teacher and at least one teaching artist not currently affiliated with the partner school.
- Students should not be taken out of regular classes to participate, or be selected on a voluntary basis for participation in the program.
- Projects at schools are expected to be collaboratively designed, planned and taught by the participating teaching artist(s) and non-arts teacher(s).
- Creative Learning funds must not replace, or appear to replace, the role of certified arts teachers in schools. However, it is recommended that the school's certified art, music, dance, and/or theater teachers participate in the project.
- Project must involve at least three (3) hands-on learning sessions with the teaching artist and the same teacher/group of students (called the "core group"). Each session should be at least 30 minutes long. (Each block of time a teaching artist connects with a group of students,

separated by time, can be considered one contact session.) It is recommended that contact sessions are separated by enough time for reflection and refining.

- Project must have an evaluation plan in place to assess the level of student achievement and understanding.
- A letter of commitment from the Partner to the Applicant must be included with the application in order to be eligible for funding. The letter of commitment must outline in detail the Partner's support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each team member involved. The Principal or Executive Director should sign this letter of agreement, and it should appear on the Partner's letterhead.

Requirements for After-School and Community-Based Learning Projects:

- Project must involve at least three (3) hands-on learning sessions with the teaching artist and the same teacher/group of students (called the "core group"). Each session should be at least 30 minutes long. (Each block of time a teaching artist connects with a group of students, separated by time, can be considered one contact session.) It is recommended that contact sessions are separated by enough time for reflection and refining.
- Project must have an evaluation plan in place to assess the level of student achievement and understanding.
- A letter of commitment from the Partner to the Applicant must be included with the application in order to be eligible for funding. The letter of commitment must outline in detail the Partner's support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each team member involved. The Principal or Executive Director should sign this letter of agreement and it should appear on the Partner's letterhead.

WHAT/WHO IS NOT ELIGIBLE?

**For more details on eligibility, refer to the project eligibility section in the General Guidelines*

- Projects taking place in private or parochial schools.
- Stand-alone assembly programs, single performances, single visits to or from cultural institutions.
- College-level courses, scholarships, fellowships, contests, or student performing groups.
- Equipment. The grant can fund supplies, which are defined as materials that are used up during the course of the project, but not permanent equipment.
- Local cultural organizations that already receive funds from New York State Council on the Arts (NYSCA) for FY2020
- All direct applicants to NYSCA for FY20 are not eligible (regardless of funding status).

PROPOSAL EVALUATION CRITERIA

All applications are reviewed for completeness and then sent to the respective panels. Applications are evaluated on the following criteria:

- Clarity and appropriateness of proposed goals, with specific reference to NYS learning standards for the arts for public school projects.

- Adequacy of plans to assess or evaluate student learning.
- Depth of interaction, as indicated by plans for contact time between the core group of students, artist/s, and if applicable, teacher/s.
- Relevant expertise or background of proposed artists, and if applicable, teachers.
- Professionalism of overall application (attachments, materials)
 - Soundness of budget
 - Overall project feasibility

PROGRAM PRIORITIES

- School districts or community centers in low-income areas
- Collaborative and intergenerational projects
- Projects involving students or adults with special needs
- Underserved/Underrepresented populations

CREATIVE LEARNING APPLICATION COMPONENTS

1. **Applicant Profile:** Submit general information including contact information, electoral district numbers, funding history, organizational mission. Applicants with community partners should also provide their information.
2. **Project Overview:** Submit details about your proposed project including location and venue, project summary, audience information, and if applicable, students and teachers.
3. **Project Narrative:** Describe in detail the essentials of your project, including how you plan to promote it and carry it out successfully. Include activities, goals, mission, artist statement, artistic vision, relevant experience, learning goals, evaluation methods, audiences, and biographies of key artistic and administrative personnel.
4. **Project Timeline:** Submit a timeline for planning and carrying out your project. Be sure to include the anticipated date/s of your event/s and contact sessions.
5. **Project Budget:** List your project income sources, expenses, and in-kind contributions.
6. **Support Material:** It is recommended that support materials include lesson plans, evaluation plan, video/photo work samples of past Arts Education work, participant evaluation forms and letters of recommendation.
7. **Work Sample:** Upload or provide web links to samples of past or current work.
8. **Certification of Application:** Verify the information in the application form.

REQUIRED DOCUMENTS

NONPROFIT ORGANIZATIONS:

- ✓ Letter of support from the public school or community organization
- ✓ Proof of nonprofit status – you must provide **one** of the following forms:
 - Determination Letter from the Internal Revenue Service 501(c)(3)
 - Charter by the NYS Board of Regents Under Section 216 of the NYS Education Law

- Current NYS Bureau of Charities (office of the Attorney General) filing receipt
- Official authorization as an arm of the local government
- Documentation of Incorporation Under Section 402 of the NYS Not-for-Profit Corporation Law
- ✓ Board member affiliation list
- ✓ Financial Statement for your most recent fiscal year signed by the Treasurer and/or 990
- ✓ Bio/Resume of Key Artist(s)
- ✓ Work samples
- ✓ IRS Form W-9

FOR INDIVIDUALS PARTNERING WITH A PUBLIC SCHOOL OR A COMMUNITY ORGANIZATION:

Please provide the materials for that nonprofit organization **AND**

- ✓ Letter of support from the public school (signed by school principal) or community organization
- ✓ Bio/resume of key artist/s
- ✓ Proof of county residency (this can be fulfilled through a telephone bill, credit card or bank statement {first page only; social security and financial information should be blocked}, current lease or mortgage agreement listing the artists name and NYS County address, driver's license or ID card, voter registration card)
- ✓ IRS Form W-9
- ✓ Work sample