

HUNTINGTON ARTS COUNCIL
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LONG ISLAND GRANTS FOR THE ARTS CREATIVE LEARNING IN SCHOOL GRANT GUIDELINES

*Supporting the role, the arts play in engaging K-12 public school students
through sequential, hands-on art instruction.*

APPLICATION DEADLINE: Monday, October 23, 2023 3:00pm

WHO MAY APPLY: Individual Artists, Artist Collectives, 501(c)(3) or New York State non-profit organizations with an active board of trustees either incorporated in NY State or registered to do business in NY State. Government or quasi-governmental entity, or tribal organization

AWARD AMOUNT: \$2500 *or* \$5000

PROJECT PERIOD: January 1 – December 31, 2024

*Creative Learning MAY BE awarded funding for **100%** of an applicants' total expenses for **In-School projects**.*

Applicants are NOT required to provide a match of funds, which may be a combination of cash and in-kind contributions

The Creative Learning In School grant is designed to support arts education projects in K-12 public schools.

This funding is designed to support effective and innovative approaches to artist-led instruction in 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 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 must take place at a Suffolk or Nassau County public school during the school day. The school or community center is referred to as the "Partner."

Note: *If an individual artist is the applicant, they must be from either Nassau or Suffolk County. However, if the applicant is a Nassau County nonprofit organization, their teaching artists do not have to reside in Nassau County.*

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 to create and experience the arts. This grant opportunity allows for teaching artists to work during-school to encourage and promote the importance of lifelong learning.

Teaching artists must incorporate principles of: Social-Emotional Learning (SEL) or Culturally Responsive Sustaining Education (Diversity, Equity, Inclusion). Inter-curricular collaboration is expected in the form of a direct collaboration with a core curriculum teacher and classroom. Projects must be a sequential arts workshop/program for participants.

GRANT PRIORITIES:

Priority will be given to new applicants and applicants not previously funded within the past 3 SCR grants cycles, this includes Restart. These applicants will have 1 point added to the marketing component of their project.

NOTE: 2023 Community Impact Micro Grant awardees are not considered new applicants to the 2024 SCR grant program.

- School districts in low-income areas
- Collaborative and intergenerational projects
- Projects involving students with special needs
- Underserved/Underrepresented populations
- Projects that incorporate SEL and CRS (DEI) principles.

All Creative Learning programs 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 programs, during the school day:

- Eligible projects will involve a direct collaboration between at least one non-arts (core curriculum) 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.
- 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.
- Teaching Artists must provide a completed Program Template with their proposal and submit the completed Classroom Teacher Feedback form, along with the Final Report upon completion of the project.

- A letter of commitment from the Partner (school) 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 letter of agreement must be on the school letterhead and signed by the school's Principal.
- Projects must incorporate elements of Social-Emotional Learning **or** Culturally Responsive-Sustaining Education Framework principles as described here:

SEL - self-awareness, social awareness, relationship skills, and responsible decision-making.

CRS (DEI) FRAMEWORK - affirmation of racial, linguistic and cultural identities, elevate historically marginalized voices and empower students as agents of social change. Prioritize diversity, equity and inclusion.

Ineligible Projects:

- Projects taking place in private or parochial schools.
- Stand-alone assembly programs, single performances, single visits to or from cultural institutions.
- Undergraduate 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.
- Schools that already receive funds from New York State Council on the Arts (NYSCA) for FY2023
- All direct applicants to NYSCA for FY23 are not eligible (regardless of funding status).
- Any applicant incorporated as an LLC is **ineligible** to apply

Refer to Appendix A for a full list of Eligible and Ineligible Expenses.

PROGRAM 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 Anchor Standards for the Arts and SEL *or* Cultural Competence strategies.
- Depth of interaction, as indicated by plans for contact time between the core group of students, artist/s, and if applicable, teacher/s.

Artistic Programming - Priorities include: Innovative, multidisciplinary projects. Programs that support equity and inclusion and are collaborative.

School Community Engagement - Outreach to schools in under-resourced neighborhoods or cultural groups and differently abled or linguistically diverse communities. Inclusive of under-resourced neighborhoods or cultural groups and differently abled or linguistically diverse audiences.

Managerial- Program timeline, organization, implementation of program.

Budget - Payments to participating artists. Sound financials, completed budget worksheet.

The criteria is weighted according to these percentages:

- Artistic: 40%
- Community Engagement: 40%
- Managerial: 10%
- Budget: 10%

****Refer to Appendix B for Rubric and criteria evaluation.***

APPLICATION OVERVIEW:

The Creative Learning In School Application will include the following:

1. **Applicant Profile:** Submit general information including contact information, electoral district numbers and for organizations only: funding history, organizational mission.
 2. **School Profile:** Submit general information about the school you are partnering with.
 3. **Project Profile:** Describe the essentials of your project, including how you plan to carry it out successfully. Submit important details about your proposed project including how you will incorporate a teaching-learning strategy.
 4. **School/Community Impact:** Describe in detail the classroom/public component, grades/audiences you plan to engage.
 5. **Program Template:** Complete and submit a Program Template which includes the NYS State Learning Standards for the Arts, Expected Student Outcomes/Objectives, Timeline and Final Project description that apply to your proposed project.
 6. **Managerial Profile:** Be sure to include the anticipated date(s) of your event(s) and key details about your Implementation Team.
 7. **Budget** - Sound financials, completed budget worksheet.
 8. **Work Samples and Support Material:** Upload or provide web links to samples of past or current work. Past examples of arts education work are preferred. Upload a limited number (up to three items) of supplemental materials for teaching artists and partners involved in your proposed project, such as: newspaper clippings, brochures, PR materials, Letters of Support.
 9. **Certification of Application:** Verify the information in the application form.
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ADDITIONAL DOCUMENTATION REQUIRED:

FOR INDIVIDUALS PARTNERING WITH A PUBLIC SCHOOL

Letter of support from the public school (signed by school principal)

- ✓ 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 samples Past examples of arts education work are preferred.

FOR NONPROFIT ORGANIZATIONS PARTNERING WITH A PUBLIC SCHOOL

Letter of support from the public school (signed by the school principal)

- ✓ 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

APPENDIX

Appendix A.

Project Eligibility

Statewide Community Re-grants funds are **unable** to support the following types of programs:

- Projects which do not take place within the same county as the applicant's legal address.
- Start-up or seed funding for the establishment of a new organization
- General operating expenses
- Non-arts related activity including :Galas, benefits or fundraising events including entertainment costs for receptions, food or fundraising
- Entertainment such as balloons, clowns, magicians, "sip and paint"(see General Guidelines for more examples)
- Stand-alone assembly programs, single performances, single visits to or from cultural institutions.
- Undergraduate college-level courses, scholarships, fellowships, contests, or student performing groups.

INELIGIBLE APPLICANTS

- Public universities or colleges
- Private, parochial, charter, or home schools
- Public school districts and their affiliates or components (PTAs may apply only if they have their own nonprofit status and provide cultural services for the community at large unrelated to the regular school program.)
- New York State agencies, departments, and municipalities for local townships or Nassau and Suffolk Counties (this includes BOCES)
- Applicants living outside the county in which the grant project is taking place without a fiscal sponsor
- Organizations or Individuals that have applied directly to the New York State Council on the Arts for the 2024 grant cycle, regardless of funding status. This includes NYSCA REDC
- Unincorporated applicants without an eligible fiscal sponsor or partner no-profit organization (ONLY exception: Individual Artist category)
- Projects involving partners that apply directly to NYSCA
- Applicants who have received funding from any SCR program for projects in 2024 are ineligible to apply to any other SCR grant opportunities for 2024, including Community Impact Micro Grants.
- Applicants enrolled in undergraduate programs are ineligible
- Non-incorporated chapters of organizations whose "parent" is incorporated outside of the SCR site's service area
- Any applicant incorporated as an LLC is **ineligible** to apply

- **Past grantees that have failed to submit final reports**

ELIGIBLE EXPENSES

These are *program support* grant opportunities; all expenses should be related to supporting a specific program.

- Activities/projects of local arts organizations that include both live and virtual performances/programs
- Artist fees for performing, teaching, or providing services
- Marketing/publicity costs
- Direct administrative expenses related to the proposed projects
- Project-related travel expenses within NY state.
- Supplies and materials needed for the execution of the project. Project-related rental of space and equipment. Individual items must not exceed \$1,000.
 - Now includes software, subscription, training related to virtual programming
- Project-related technical fees

INELIGIBLE EXPENSES

Funding will not be provided for the following:

- General operating expenses
- Operating expenses of privately owned facilities
- Permanent equipment or capital improvements
- Cash prizes, juried shows, scholarships, or fellowships
- Activities of closed groups, such camps and clubs, that are not open to the general public
- Events that take place in private homes or studios
- Creation of textbooks or classroom materials
- Programs in which children are used as professional artists (paid a fee)
- Regrants by applicants to fund other activities
- Acquisition of works of art, art restoration, or art preservation
- Contingency funds
- Lobby expenses
- SCR site staff and Board Members that apply for themselves as artists or directors
- Student projects are not eligible for support
- Start-up or seed funding for the establishment of a new organization
- Non-related arts activities such as antiquing, balloons, clowns, dumpster-diving, magic shows, receptions, yoga, gymnastics, aerobics, Jazz exercise, Crossfit, craft brewing, culinary arts, scientific excavations, craft parties, trophies, "sip and paint" activities, etc. (If you are unsure whether your activity is classified as "Art," consult with staff prior to submission.)
- Martial arts such as Tai Chi, Karate, Kickboxing, Kempo, Jujitsu, cage fighting, etc. or meditation
- Requests that are larger than total project expenses minus total project income
- Creative Learning funds must not replace, or appear to replace, the role of certified arts teachers in schools
- Non-arts related activity including:
 - Galas, benefits or fundraising events including entertainment costs for receptions, food or fundraising events
 - Entertainment projects or those that are recreational, therapeutic, rehabilitative or religious in nature, including at-risk/social service programs when the purpose is primarily for rehabilitation, therapy, or worship

- Projects involving partners that apply directly to NYSCA. NYSCA grantees may not serve as fiscal sponsor or community partner for a SCR applicant nor can a NYSCA grantee benefit from ticket sales or revenue from a SCR project.

Note: A NYSCA grantee may offer their venue gratis to a SCR-funded project. The SCR grantee may pay for any direct costs related to the use of the venue, such as custodial, however:

- The NYSCA grantee must not handle box office or ticketing
- The NYSCA grantee must not profit from the SCR program (i.e. ticket sales, donations, etc)
- The program must not be advertised as part of the NYSCA grantee's season/programming.

If you have any eligibility related questions for the Statewide Community Regrants Program contact edowd@huntingtonarts.org.

Appendix B.

Creative Learning In School Rubric - Panelist resource used to score grant applications

CRITERIA	4	3	2	1
PROJECT PROFILE SEL and CRS (DEI) principles Arts centered Sequential Core subject collaboration 40%	<p>Program has more than 3 sequential, skills based, hands-on learning sessions</p> <p>There is a clear understanding of the work that is to be created or performed by the students.</p> <p>Program includes 2 or more artistic disciplines and relevant skills to be learned/explored</p> <p>Program includes clear examples of SEL and CRS (DEI) principals implemented</p> <p>There is collaboration confirmed with more than 1 core subject teacher</p> <p>Arts Education Anchor</p>	<p>Program has 3 sequential, skills-based hands-on learning sessions</p> <p>There is understanding of the work that is to be created or performed by the students.</p> <p>Program includes 1 or more artistic disciplines and relevant skills to be learned or explored</p> <p>Program includes some examples of SEL and CRS (DEI) principals implemented</p> <p>There is collaboration with 1 core subject teacher</p> <p>Arts Education Anchor standards are clear Arts</p>	<p>Learning sessions are not sequential</p> <p>Skills learned/explored are not clear and defined</p> <p>There is not a clear understanding of the work that is to be created or performed by the students.</p> <p>Implementation of SEL and CRS (DEI) principals are unclear</p> <p>Collaboration does not include a core subject teacher</p> <p>Arts Education Anchor standards are not clear or connecting to the program</p>	<p>Proposal is missing key creative learning components</p> <p>There is creation or performance of work by the students.</p> <p>Descriptions of proposed project are unclear</p> <p>No description of how SEL and CRS (DEI) principals are implemented</p> <p>No plan of collaboration with a core subject teacher</p> <p>Arts Education Anchor standards are incorrect</p>

	standards are clear and relevant to the proposed program	Education Anchor standards are clear and relevant to the proposed program		
SCHOOL COMMUNITY ENGAGEMENT Collaborative with core subject classroom Underserved/Underrepresented communities Collaborative and intergenerational projects Special needs population 40%	<p>The program is inclusive and engages students from 2 or more student groups listed in the criteria</p> <p>There is a clear description of the student population that includes students from 2 or more of the groups listed in the criteria</p> <p>The program includes collaborations within the school community outside of the participating groups</p>	<p>The program is inclusive and engages students in 1 of the student groups listed in the criteria</p> <p>There is a clear description of the student population that includes students from one of the groups listed in the criteria</p>	<p>The program is not inclusive of student groups prioritized in the grant criteria</p> <p>The description of the student population lacks details or is too general</p>	<p>There is no attempt at inclusivity or accessibility for student groups listed in the criteria</p>
MANAGERIAL Project Template Work Samples Teaching Artists 10%	<p>Project Template is clear, organized and includes all information including detailed program timeline.</p> <p>Student Outcomes and Objectives are detailed and realistic and relevant to the program proposed.</p> <p>Timeline is clear, organized and attainable.</p> <p>Work samples for teaching artists are provided and are</p>	<p>Project Template is clear and includes all information.</p> <p>Student Outcomes and Objectives are realistic and relevant to the program proposed.</p> <p>Timeline is organized and attainable.</p> <p>Teaching artists are diverse or multidisciplinary. Work samples show a connection to the proposed program.</p>	<p>Work samples are missing or not accessible</p> <p>Teaching artists disciplines are not relevant to the project</p> <p>Teaching artists are not multidisciplinary</p> <p>Timeline is not clear or organized.</p> <p>Final presentation or performance of work created by students is limited</p>	<p>Work samples are not accessible, included or not relevant</p> <p>Teaching artists are not diverse/ multidisciplinary or relevant to the project</p> <p>Timeline is missing</p> <p>Timeline is not attainable</p> <p>There is no presentation or performance of work created by participating students.</p>

	<p>relevant to the proposed program.</p> <p>Teaching artists are professional, diverse and their discipline is relevant to the proposed project</p> <p>There is a final project/performance or demonstration that celebrates the student's work created during the program for the school community and/or public</p>	<p>There is a final presentation or performance for the participating student group</p>		
<p>Budget Soundness of budget Overall program feasibility 10%</p>	<p>The budget is clear, detailed and complete</p> <p>The budget includes artist fees</p> <p>The program can be completed with the budget proposed</p>	<p>The budget is complete</p> <p>The program includes partial artist fees</p> <p>The program can be completed with the budget proposed</p>	<p>The budget is not detailed according to the program description</p> <p>The budget does not include artist fees</p> <p>The budget is not reasonable for the project proposed</p>	<p>The budget is incomplete, incorrect or missing.</p>

Appendix C.

Appeals Process

Where grounds exist, an appeal must be filed within 10 days of funding notification.

Grounds for Appeal

- (1) Non-presentation of *significant and pertinent* information by staff or panelist
- (2) Misrepresentation of *significant and pertinent* information by staff or panelist
- (3) Improper procedure

Denial of an award or dissatisfaction with the grant amount is not grounds for appeal.

Process

The applicant/organization must contact the Grants Coordinator within five to seven business days of receipt of the denial letter to receive application feedback, by telephone 631-275-8423 x 118 or by email at edowd@huntingtonarts.org

The Grants Coordinator will have a conversation regarding the decision by the panel. If the applicant decides to pursue an appeal following the conversation, they will submit a letter addressed to the Executive Director of Huntington Arts Council, copied to the Grants Coordinator, citing the specific reason/s for appealing the panel's decision. This must take place within five days of the initial phone call or in-person conversation.

A special panel of at least three new panelists will be formed. These panelists will have knowledge of the arts and the regrant process. Panelists who served for the grant cycle in question will not be allowed to sit on an appeals panel.

The Executive Director will then schedule a meeting to examine the appeal. If the appeal has merit based on the stated grounds, not the quality of project, it is then sent to a sub-committee of the Huntington Arts Council Board of Directors for reevaluation. The appeals process is not a reevaluation of the project. Decisions are made based on the basis of appeal.

If the appeal is successful, and the Board of Directors determines that the request deserves support under the evaluative criteria, it is funded with SCR regrant funds withheld at the beginning of the cycle. Appeals will be funded at a percentage of the original grant request.