

## **Education Partnership Interim Report Information and Instructions**

Education Partnership Grants are intended to help schools, arts organizations, and artists to work together to strengthen arts instruction in the schools. These grants support the creation of multi-year partnerships that include implementation, evaluation, and assessment strategies for curriculum, educational programming, and/or professional development for grades K–12.

### **Education Partnership Goals**

The Division of the Arts has established **two goals** for Education Partnership grants:

1. To facilitate and enhance the collaborative planning and implementation of standards-based arts curriculum and programming, over a multi-year period, between partner schools and arts organizations.
2. Facilitate systemic change in how, and the extent to which, the arts are taught in partner schools by utilizing the resources of the arts community.

### **Evaluation Criteria**

The following criteria are utilized to evaluate each Education Partnership Interim Report:

- Alignment of the project with at least one of the Division's Education Partnership goals listed above
- Student-centered, realistic, and attainable learning goals, consistent with Delaware's Visual and Performing Arts Standards
- Commitment by all partners to participate actively in the planning and implementation process with shared responsibility, time, and resources
- Clearly identified responsibilities for planning, implementation, and project evaluation
- A realistic picture of planning and implementation needs and finances (time, schedule, space, personnel, and documentation) presented in the proposal
- Strategy for developing long-term sustainability of the project

### **Matching Funds and Grant Award Limits**

First-year grants will not exceed 70% of the eligible costs of the project. Subsequent grant awards are as follows, pending adequate funding from the State Legislature and the National Endowment for the Arts: Year 2 = 90% of first-year grant; Year 3 = 75% of first-year grant; Year 4 = 60% of first-year grant. Subsequent funding is dependent upon a satisfactory rating following a panel review of the annual interim report by a panel of educators and artists. In no year will a grant exceed 70% of the eligible costs of the project. Funding after Year 4 will be reviewed on a case-by-case basis. Applicants must submit a Letter of Intent to Apply for extended funding by February 1 of the application cycle. (one month prior to the application deadline) for approval from the Division director.

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## Examples of Eligible Expenses

Examples of eligible expenses that may be used to determine cash match include, but are not limited to:

- Pro-rated arts organization education staff time (dedicated directly to the project)
- Arts organization administrative costs directly related to the project
- Fees paid to outside professionals, consultants, artists, facilitators working directly with the project
- Supplies (consumables used exclusively for the project)
- Fees paid for third-party space rental (Note: space owned or managed by a partner may not be included)
- School staff pay for out-of-school time (EPER)
- Admission charged for student attendance at arts exhibits/performances directly related to curriculum goals

## Grant Period

Funding awarded in the FY2009 grant cycle must be spent on Education Partnership activities that occur during the Division's Fiscal Year 2009, which runs from September 1, 2008, through August 31, 2009.

## Interim Report Deadline and Filing

The Education Partnership Interim Report form may be downloaded from the Division web site ([www.artsdel.org/grants/schoolgrants](http://www.artsdel.org/grants/schoolgrants)) in either Microsoft Word or PDF format.

### Interim reports must:

- Be typed and submitted as hard copies to the Division on current report forms.  
To reduce waste and speed processing, the report should be copied double-sided on white 8.5x11-inch paper; collated and stapled in the order requested; and submitted without covers, folders, or other packaging.
- Include all of the necessary information and attachments, presented in the required format.
- Be signed by the organization's chief authorizing official to indicate agreement with all legal and technical requirements as set forth in these guidelines.
- Be collated per the report instructions, with one (1) original and ten (10) collated copies of the complete interim report packet, including all attachments.
- Be postmarked or hand-delivered to the Division office no later than 4:30 p.m. on **March 3, 2008**.

## Notification of Grant Awards

After all applications have gone through a grant review process, the Delaware State Arts Council will make final funding recommendations for Fiscal Year 2009 at their June 2008 funding meeting. The recommended grant awards will apply to Fiscal Year 2009 only. Applicants will be notified of final funding decisions after July 1, 2008, following the Council funding meeting and passage of the state budget. For details on the grant review process, download *Delaware Division of the Arts Grant Review Process at* [www.artsdel.org/grants](http://www.artsdel.org/grants)

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## Education Partnership Interim Report Procedure

The FY2009 Education Partnership Interim Report is to be completed by each existing Education Partnership that seeks funding in the next cycle. The lead applicant is responsible for completion and submission of the interim report, according to the following instructions.

Lead applicants should submit one (1) original and ten (10) collated copies of the complete interim report packet, including all required attachments.

If the Interim Report has not been postmarked or hand-delivered to the Division office by March 3, 2008, the Division will conclude that the Partnership is in its final year of program implementation. A final report will then be due by September 30, 2008.

Each interim report packet must contain the following items, collated in the following order:

### 1. **Fiscal Year 2009 Education Partnership Application form**

Complete the Fiscal Year 2009 Education Partnership Application form. Lead applicants complete Cover Sheet for Lead Applicant - Form A, and each partner completes Partner Information - Form B. Both sections are included in the Fiscal Year 2009 Education Partnership Application form, available on the Division web site at: [www.artsdel.org/grants/schoolgrants](http://www.artsdel.org/grants/schoolgrants).

### 2. **Partnership Interim Report Narrative**

Label your narrative as follows:

**[Partnership Name] FY2009 Education Partnership Interim Report Narrative**

The narrative **must** be double-spaced with 1" margins, using a Times New Roman or Arial 10-point font or larger, and a maximum of **six** numbered pages. **Note:** Applications that are not formatted in this manner may not be accepted. Pages that exceed the six-page limit will be extracted from the application packets and will not be reviewed by panelists.

Any supplemental materials included in the application packet should be referenced specifically in the narrative.

The narrative must address each of the following items:

#### a. *For the current year:*

- Identify achievements (outcomes) you have made, or expect to make by the end of this school year, related to specific partnership goals. Include how this year's activities fit into the context of your multi-year project. **Note:** The panels will understand that the current school year is not yet completed.
- Explain the role that each of the partners has played in the project planning, implementation, and evaluation.
- List any resources that have been utilized for the project, including technical assistance, additional arts organization staff, artists, parents, materials, consultants/facilitators, etc.
- Review the results from any evaluation, assessment, and/or documentation of the project and student learning.
- List any successes the partnership has had in developing long-term sustainability for the project beyond the scope of Division funding.

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b. *For next year:*

- Provide a description of your partnership goals, activities, timeline, and anticipated outcomes for the upcoming year.
- Explain any changes in the roles that each of the partners will play in the project planning, implementation, and evaluation. If new personnel are being brought into the project, explain how they will be integrated and what their role will be.
- List any new resources that will be utilized for the project, including technical assistance, additional arts organization staff, artists, parents, materials, consultants/facilitators, etc.
- Describe planned evaluation, assessment, and documentation procedures you will use to monitor the progress of the project and student learning.
- List any new initiatives you have planned for developing long-term sustainability for the project beyond the scope of Division funding.

### 3. Budget: Actual and Projected

Label your response as follows: **[Arts Organization Name] Education Partnership Budget**

Submit a one-page budget that delineates:

- budgeted expenses for the current year
- year-to-date actual expenses for the current year
- projected income and expenses for the upcoming year

Include any state and federal funding as well as your anticipated Division of the Arts grant\*, in the income portion of the form.

\* Year 2 = 90% of first-year grant; Year 3 = 75% of first-year grant; Year 4 = 60% of first-year grant. Subsequent funding is dependent upon a satisfactory rating following a panel review of the annual interim report by a panel of educators and artists. In no year will a grant exceed 70% of the eligible costs of the project.

### 4. Supplemental Materials (if applicable)

- A résumé and/or curriculum vitae for any consultant(s) that may be used for the project (if applicable).year-to-date actual expenses for the current year
- In lieu of information about pre-selected consultants, a listing of the criteria that will be used to select a consultant.
- Materials that would be helpful to a panel in determining the nature of the proposal, the organization's previous experience with the project, or how the project fits into the organization's broader educational goals

### 5. Checklist

Include one copy of the FY2009 Education Partnership Checklist, included with the application form.