

EDUCATION RESOURCE GRANT

Information and Instructions

Fiscal Year 2009

Education Resource Grants encourage the development and utilization of arts learning resources to promote lifelong learning in the arts. Connecting the expertise of teaching institutions to the richness of Delaware's arts resources is the key to enriching learning in and through the arts.

Education Resource Goals

The Division of the Arts has established **three goals** for Education Resource grants:

1. Strengthen school-based arts education projects, programs, and activities that utilize the arts education resources of the Delaware arts community.
2. Foster arts education programs and initiatives in arts organizations which promote lifelong learning in the arts.
3. Increase and enhance professional development opportunities for artists and teachers seeking to further their knowledge and expertise in arts education.

Eligibility

Receipt of state and federal grants carries with it certain obligations and responsibilities. The Division of the Arts retains the right to withhold funding if a grantee is found not to be in compliance with state and/or federal obligations.

Before beginning the grant application process, review the information contained in the following documents: *Delaware Division of the Arts Grantee Responsibilities*, and *National Endowment for the Arts Requirements for Subgrant Recipients*. These documents explain the obligations of Division grantees. Both reports can be downloaded at www.artsdel.org/grants/schoolgrants.

The following organizations are eligible to apply for Education Resource funding

- Delaware public and charter schools with an established arts curriculum, pre-K through 12
- Delaware public school districts and/or consortia of public schools
- Non-profit arts organizations with a commitment to arts learning, based and chartered in Delaware, whose primary mission is to produce, promote, or present the arts. Note: Organizations whose **primary mission** is to teach the arts are eligible for General Operating Support from the Division, and therefore, are not eligible to apply for Education Resource grants.
- Professional arts service or arts education organizations, based and chartered in Delaware

Evaluation Criteria and Considerations

The following criteria are utilized to evaluate each Education Resource Grant application. The more effectively an applicant's proposal addresses these criteria, which will be used by panelists to review the applications, the more competitive that proposal is likely to be.

- Alignment of the project with at least one of the Division's goals for Education Resource projects.
- Measurable and attainable educational goals related to student learning, program development, or professional development. **Note:** For school-based projects, proposed activities and objectives must be aligned with Delaware's Visual and Performing Arts Standards, which can be found at www.doe.k12.de.us/programs/ci/content_areas/vp_arts/.

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Evaluation Criteria and Considerations (continued)

- Evidence of:
 1. Program evaluation, i.e., measuring the success of the project;
 2. Student assessment, i.e., measuring what students have learned; and
 3. Clearly defined management and implementation procedures.
- Viability of the project/proposal (i.e., realistic timeline, goals), in light of available resources, staff, and age-appropriateness of activities.
- Realistic budget projections for the project's income and expenses, with a variety of funding sources and evidence of the organization's ability to complete the project.

Examples of Projects Eligible for Education Resource Grant Funding

You may contact the Arts Education Coordinator at the Division of the Arts to review your project ideas to determine if they qualify for Education Resource support. Projects that have been supported in the past include, but have not been limited to:

- Collaborations between artists and/or arts organizations and schools in standards-based educational programming that directly impacts school curriculum and/or after-school arts programs.
- Development and implementation of standards-based curriculum, teaching, or professional development models for including arts education in pre-K through 12 curricula.
- Development and/or implementation of assessment models/tools to measure student learning in the arts.
- Consultants to work with arts organizations for educational and/or technical assistance with arts programs/projects. Consultants may include Division-approved local artists or regionally/nationally recognized individuals in the arts or arts education field.
- Development and implementation of arts education programs for early childhood learning.

Matching Funds and Grant Caps

A minimum 50% match for direct expenses will be required for Education Resource grants. Education Resource grants will not exceed \$25,000. Prior funding does not guarantee future funding.

Funding for Education Resource projects may be used to support a variety of expenses related to the project. Allowable expenses and funds that can be used for cash-match purposes are detailed in the application instructions.

Expenses Eligible for Education Resource

Division funds can be used to support the following expenses related to a Resource project:

- 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

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Expenses Not Eligible for Education Resource

Division funds may not be used to support the following expenses related to Resource projects:

- Space rental fees if the space is owned or managed by a partner
- School staff salaries for regular school time
- Transportation to/from curriculum-based events and meetings taking place within Delaware (Student transportation costs may be included for matching purposes only, but not as part of the grant request).
- Activities outside Delaware
- Awards or cash prizes
- Capital expenditures and non-consumables valued over \$3,000
- Expenses incurred prior to the grant period
- Meals/refreshments

Grant Period

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

Application Deadline and Filing

The Fiscal Year 2009 Education Resource Grant Application form may be downloaded in either Microsoft Word or PDF format from the Division web site at www.artsdel.org/grants/schoolgrants.

Applications must:

- Be typed and submitted as hard copies to the Division on current application forms.
To reduce waste and speed processing, grant applications 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 application instructions, with one (1) original and ten (10) collated copies of the complete application 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. Applicants will be notified of final funding decisions after July 1, 2008, following the Council 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

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Education Resource Grant Application Procedure

Applicants are required to submit one (1) original and ten (10) collated application packets organized in the following order:

1. **Fiscal Year 2009 Education Resource Grant Application form**

Complete the Fiscal Year 2009 Education Resource Grant Application form. The application form can be downloaded from the web site at www.artsdel.org/grants/schoolgrants.

2. **Education Resource Grant Narrative**

Label your narrative as follows:

[Applicant Organization Name] FY2009 Education Resource Grant 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 **five** numbered pages, copied double-sided. **Note:** Applications that are not formatted in this manner may not be accepted. Pages that exceed the five-page limit will be extracted from the application packets and will not be reviewed by panelists.

The narrative must include detailed information about each of the following items. Label each of the items with the indicated letters:

- a. The goals, activities, timeline, and anticipated outcomes for your project. Be sure to align the proposed goals and activities with Delaware Visual and Performing Arts standards.
- b. An explanation of how the project aligns with at least one of the Division's three Education Resource goals listed above.
- c. A description of the students being served (grade level, number of students...) and the artists and arts resources that will be used.
- d. Planned evaluation, assessment, and documentation procedures to monitor the progress of the project and student learning.

3. **Project Budget**

Label your response as follows: ***[Applicant Organization Name] Education Resource Budget***

Submit a one-page balanced budget that delineates the anticipated income and expenses for the project activities. Include any state and federal funding as well as your Division grant request in the income portion of the form.

4. **Support Materials** (if applicable)

Submit eleven (11) identical collated sets of support materials, one for each copy of the application.

- A résumé and/or curriculum vitae for any artists or consultants that may be used for the project. If artists and/or consultants have not yet been selected, provide an explanation of the process, including criteria that will be used, in the selection of artists and/or consultants. (if applicable)
- Materials that a) would be helpful to a panel in determining the nature of the proposal, b) demonstrate the organization's previous experience with such work, and/or c) how the project fits into the organization's broader educational goals.
- Letters of support from beneficiaries of the project.

5. **Checklist**

Include one copy of the FY2009 Education Resource Grant Application Checklist, included with the application form (www.artsdel.org/grants/schoolgrants).