

## **EDUCATION RESOURCE GRANT**

### **Information and Instructions**

**Fiscal Year 2012**

Education Resource Grants assist Delaware's arts organizations in developing and serving as education resources to Delaware's schools on behalf of their students. Connecting the educational expertise of the schools to the richness of Delaware's arts resources is key to enriching learning in and through the arts.

### **Education Resource Goals**

The Division of the Arts has established **two 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. Strengthen arts organizations' capacity to serve as professional development resources for teaching artists and educators.

### **Eligibility**

The following organizations are eligible to apply for Education Resource funding\*

- Delaware public schools with an established arts curriculum, pre-K through 12
- Delaware public school districts and/or consortia of public schools
- Professional arts service or arts education organizations, based and chartered in Delaware
- Non-profit arts organizations with a commitment to arts learning, based and chartered in Delaware, whose primary mission is to produce, promote, present, or teach the arts.

\*Only one application from an arts organization or school as the lead applicant will be accepted each year.

*Please note the following restriction:*

No individual may compile or submit an application on behalf of an organization if that individual is a member or relative of a member of the Delaware State Arts Council or Division staff.

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](http://www.artsdel.org/grants/schoolgrants).

### **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 one of the Division's goals for Education Resource projects.
- Alignment of the project with Delaware's Visual and Performing Arts Standards, which can be found at [http://www.doe.k12.de.us/infosuites/staff/ci/content\\_areas/vparts.shtml](http://www.doe.k12.de.us/infosuites/staff/ci/content_areas/vparts.shtml)
- Measurable and attainable educational goals related to student learning, program development, or professional development.

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- 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.
- Appropriateness of the selected artist or arts resource, based on artistic quality, training, and experience
- 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.
- 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 classroom.
- Consultants to work with arts organizations in developing/evaluating school-based arts education programs/projects.

## 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 \$20,000. Prior funding does not guarantee future funding.

## Expenses Eligible for Education Resource

Division funds can be used to support the following expenses related to a Resource 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 planning purposes outside the regular school day
- Admission charged for student attendance at arts exhibits/performances directly related to project and 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:

- 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*).
- Space rental fees if the space is owned or managed by a partner
- School staff salaries for regular school time
- Tuition fees, scholarships, or scholarship funds
- Awards or cash prizes
- Activities outside Delaware
- Capital expenditures (purchase of equipment such as computers, musical instruments, etc.)
- Expenses incurred outside the grant period
- Meals/refreshments

## Grant Period

Funding awarded in the FY2012 grant cycle must be spent on programs and activities that occur during the Division's Fiscal Year 2012, which runs from September 1, 2011 through August 31, 2012.

## Application Deadline and Filing

The Fiscal Year 2012 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](http://www.artsdel.org/grants/schoolgrants).

### To be accepted for processing and funding consideration, 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 1, 2011.

## Notification of Grant Awards

After all applications have gone through a grant review process, the Delaware State Arts Council will make funding recommendations for Fiscal Year 2012 to the Division Director at the Council's June 2011 funding meeting. Applicants will be notified of final funding decisions after July 1, 2011, 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](http://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 2012 Education Resource Grant Application form**

Complete the Fiscal Year 2012 Education Resource Grant Application form. The application form can be downloaded from the web site at [www.artsdel.org/grants/schoolgrants](http://www.artsdel.org/grants/schoolgrants).

### 2. **Education Resource Grant Narrative**

Label your narrative: **[Organization Name] FY2012 Education Resource Grant Narrative**

The narrative **must**

- have 1" margins
- use a Times New Roman or Arial 10-point font or larger
- be double-spaced
- be no more than five (5) numbered pages long
- be copied double-sided

**Note:** Narratives that do not comply with length and format requirements may not be accepted.

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 meets the Division's goal(s).
- c. A description of roles and responsibilities that identifies how the project will be implemented, and by whom.
- d. A description of the students being served (grade level, number of students...) and the artists and/or arts resource that will be used.
- e. 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; attach one set to each copy of the application.

- A résumé and/or curriculum vitae **should be included** for any teaching 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.
- 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)** demonstrate how the project fits into the organization's broader educational goals.
- Letters of support from participants in the project.
- Evaluation/Assessment tools **and** data collected from those tools.

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## 5. Checklist

Include one copy of the FY2012 Education Resource Grant Application Checklist, included with the application form ([www.artsdel.org/grants/schoolgrants](http://www.artsdel.org/grants/schoolgrants)).