

## **EDUCATION RESOURCE Application Guidelines — Fiscal Year 2018**

Education Resource Grants assist in the facilitation of partnerships between Delaware's schools, arts organizations and artists in providing standards-based arts learning experiences for pre K-12 students statewide. Education Resource projects focus on ways that Delaware arts organizations can serve as resources to Delaware schools before, during, and after the school day through:

- student engagement in the arts during the school day (working with an arts specialist in the classroom for hands-on programs where students are actively participating in arts activities designed to deepen and broaden learning)
- extended time arts programs in the schools before or after the school day (curriculum- and standard-based arts programs designed to give students additional opportunities to create, produce, and learn through the arts)
- integration of the arts with other content areas and arts disciplines to provide collaborations between the arts and classroom teachers to reach mutual objectives
- development and implementation of standards-based curriculum and/or assessment models/tools

### **Education Resource Goals**

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

1. Strengthen school-based arts education programs and activities that utilize the arts education resources of the Delaware arts community.
2. Strengthen arts organizations' capacity to provide arts resources for students and teachers in Delaware's public schools.

### **Eligibility**

The following organizations are eligible to apply for Education Resource funding:

- Nonprofit arts organizations with a commitment to arts learning, based and chartered in Delaware, that are eligible to apply for General Operating Support
- Delaware public schools with an established arts curriculum and staff, pre-K through 12
- Delaware public school districts and/or consortia of public schools

*Please note the following restrictions:*

- Only one Education Resource application from an arts organization or school as the lead applicant will be accepted each year.
- The Division will not accept applications through fiscal agents.
- 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.

*Note: Education Resource projects are intended to augment, not supplant, existing arts programs in the school. Applicant school programs and practices must be in compliance with state arts education regulations and mandates and aligned to the new [Standards for Visual and Performing Arts](#). Education resource grants may not be used to meet compliance with state regulations/mandates.*

# EDUCATION RESOURCE

## Application Guidelines — Fiscal Year 2018

### Application Components

The Education Resource application includes:

- An organizational profile
- A narrative that describes the project, addresses how it aligns to the Visual and Performing Arts standards, and meets the evaluation criteria
- Project budget (completed [BudgetTemplate.pdf](#))
- Résumé and/or curriculum vitae for teaching artists or consultants
- Letters of support from all partners in the project
- Evaluation/Assessment tools
- Additional optional support materials

If the applicant is an arts organization and that organization is not also applying for [General Operating Support](#), additional items will be required:

- Board list with contact information and designated responsibilities/committees
- IRS 990 (for the most recently completed fiscal year)

#### Note:

All materials submitted to the Division of the Arts during the grant application process are subject to public inspection upon request, in accordance with the Freedom of Information Act. Please redact any confidential information contained in financial documents and audits prior to submission.

### Evaluation Criteria and Considerations

The following criteria are utilized to evaluate each Education Resource Grant application. Panelists use detailed [scoring rubrics](#) in their review of each application. Be sure to review the scoring rubric and address the criteria in your application.

#### ARTISTIC QUALITY (40% of score)

- Educational goals and activities are clearly articulated and aligned with [Delaware's Standards and Instruction for Visual and Performing Arts](#).
- Activities are designed to engage students in quality arts participation
- Selected artist, consultant, and/or arts organization is qualified and suitable for the project

#### ASSESSMENT AND EVALUATION (30% of score)

- Clear and measurable student learning goals
- Appropriate and effective student assessment tools
- Potential to impact existing curriculum and future instructional methods

#### MANAGEMENT (30% of score)

- All project partners demonstrate engagement in project planning and implementation
- Resources for planning and implementation are clearly articulated and aligned with proposed activities
- Project budget is realistic and includes sufficient support from a variety of sources, including the partner organizations

# EDUCATION RESOURCE

## Application Guidelines — Fiscal Year 2018

### Examples of Projects Eligible for Education Resource Grants

You may contact the [Arts Education Coordinator](#) at the Division of the Arts to review your 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 to provide standards-based educational programming that directly impacts school curriculum
- Development and implementation of standards-based curriculum, teaching, or professional learning 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

#### **One Project Only, Please!**

Organizations may apply for **one Education Resource project** only. "Wish lists" of multiple projects or initiatives will not be accepted.

### Allowable Direct Expenses for Education Resource Projects

The following costs associated with the project may be reported as **direct expenses** as part of the applicant's match, and **may be used** in determining the grant request:

- Fees paid to outside professionals, consultants, artists, facilitators, working directly with the project
- School staff pay for planning purposes outside the regular school day
- Substitute teachers (for the purpose of teacher planning time during the school day)
- 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)

### Allowable Indirect Expenses for Education Resource Projects

The following costs associated with the project should be reported under **indirect expenses** as real costs associated with the project, but **may not be used** in determining the grant request:

- Transportation to/from curriculum-based events and meetings taking place within Delaware
- Pro-rated arts organization staff salaries for time allocated specifically to the project
- In-house production costs for exhibitions/performances specifically associated with the education project

### Ineligible Expenses for Education Resource Projects

The following costs should not be included in the budget presentation, either as direct or indirect expenses:

- Awards or cash prizes
- Activities outside Delaware
- Meals/refreshments
- Capital expenditures (purchase of equipment such as computers, musical instruments, kilns, etc.)
- Expenses incurred outside the grant period

# EDUCATION RESOURCE

## Application Guidelines — Fiscal Year 2018

### Matching Funds and Grant Caps

All Education Resource grants are funded on a matching basis. Applicants may request grants of up to 50% of the **direct cash expenses** of their project. Matching funds (1:1) must be cash and may not come from the National Endowment for the Arts. Other federal grant sources may be used as match in accordance with authorizing legislation. Education Resource grants typically do not exceed \$15,000. Prior funding does not guarantee future funding.

### Grant Period

Funding awarded in the FY2018 grant cycle must be spent on projects taking place between September 1, 2017, and August 31, 2018.

### Application Deadline and Filing

The deadline for Education Resource e-grant applications is **4:30 pm on March 1, 2017**. The Fiscal Year 2018 Education Resource application may be accessed at <http://artsdel.egrant.net>.

### Grant Award Notification

After all applications have gone through a grant review process, the Delaware State Arts Council will make funding recommendations for Fiscal Year 2018 to the Division Director at the June 2017 Council meeting. The recommended grant awards will apply to Fiscal Year 2018 only. Applicants will be notified of final funding decisions after July 1, 2017, following the Council meeting and passage of the state budget. For details on the grant review process and appeals procedures, download the Division of the Arts [Grant Review Process](#).

### Grant Payment Procedures

Grantees will be notified of awards via email, and payments will be issued according to the payment schedule issued with the award notice. Grantees may opt to receive payments through electronic fund transfer (recommended) by updating their information on Delaware's Substitute [W-9 form](#).

### Reporting Requirements

Final Reports for FY2018 General Operating Support grants must be submitted through [artsdel.egrant.net](http://artsdel.egrant.net) to the Division of the Arts by September 30, 2018. Failure to submit a final report on time may result in forfeiture of the final payment (15%) of the grant award and may impact future funding.

# EDUCATION RESOURCE

## Application Guidelines — Fiscal Year 2018

### Statement of Assurances

The Statement of Assurances is the contract that all Division grantees must sign. Grant applicants must indicate that their organization's authorizing official has read and agreed to the obligations of grant recipients should a grant be awarded. Receipt of state and federal grants carries with it certain obligations and responsibilities. By submitting a Division of the Arts grant application, applicants are affirming that they are familiar with the requirements of the Delaware Division of the Arts and the National Endowment for the Arts, as presented in the Division of the Arts [Statement of Assurances](#), including but not limited to:

- Crediting the Division appropriately on all materials
- Keeping public events current on DelawareScene.com
- Notifying the Division of any significant changes to the programs, budget, or staff/board
- Providing opportunities for on-site evaluations
- Compliance with Accessibility Requirements
- Submitting required Final Report

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Arts organizations applying for Education Resource grants may also be eligible for [General Operating Support](#) and [Arts Stabilization](#) grants. A separate application is required for each grant program. All applications are available as an e-grant at <http://artsdel.egrant.net>.