

## **EDUCATION RESOURCE GRANT**

### **Guidelines**

**Fiscal Year 2013**

Education Resource Grants assist Delaware's arts organizations in providing standards-based arts learning experiences 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 projects focus on ways that Delaware arts organizations can serve as resources to Delaware schools before, during, and after the school day through:

- arts exposure activities (one-time activities that "expose" students to the arts for awareness and appreciation purposes)
- student engagement in the arts during the school day (multi-day school visits working with an arts specialist in the classroom for hands-on programs where students are actively participating in arts activities)
- 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)

#### **Applications Online**

Education Resource applications must be submitted online at:  
<http://artsdel.egrant.net>

### **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\*

- 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
- Delaware public schools with an established arts curriculum, pre-K through 12
- Delaware public school districts and/or consortia of public schools

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

\*\* **New arts organizations** must successfully complete the Division of the Arts **STARTUP** program for emerging arts organizations before applying for Education Resource or other arts organization grants.

*Please note the following restrictions:*

- 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.

# EDUCATION RESOURCE GRANT

Information  
FY2013

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](#).

## Application Components

The Education Resource application includes:

- An organizational profile
- A narrative that describes the project and addresses how it meets the evaluation criteria
- Project budget
- Résumé and/or curriculum vitae for teaching artists or consultants
- Letters of support from participants 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
- IRS 990 (for the most recently completed fiscal year)

## 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 proposed project with the Division's Education Resource goals
- Alignment of the proposed project with Delaware's [Visual and Performing Arts Standards](#)
- Measurable and attainable educational goals related to student learning, program development, or professional development
- Evidence of:
  1. Program evaluation, i.e., measuring the success of the project
  2. Student assessment, i.e., measuring what students have learned
  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

## 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.

# EDUCATION RESOURCE GRANT

Information  
FY2013

## 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 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

### One Project Only, Please!

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

## Expenses Eligible for Education Resource Projects

Division funds can be used to support the following expenses related to education projects:

- Arts organization administrative costs directly related to the project (excluding salaries of staff already included in general operating support application budgets)
- 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

## Expenses Not Eligible for Education Resource Projects

Division funds may not be used to support the following expenses related to education 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 named partner in the application
- School staff salaries for regular school time
- Arts organization staff salaries if already reported in budgets for general operating support
- 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

# EDUCATION RESOURCE GRANT

Information  
FY2013

## Grant Period

Funding awarded in the FY2013 grant cycle must be spent on programs and activities that occur during the Division's Fiscal Year 2013, which runs from September 1, 2012 through August 31, 2013.

## Application Deadline and Filing

The deadline for Education Resource e-grant applications is **4:30 pm on March 1, 2012**. The Fiscal Year 2013 Education Resource e-grant application may be accessed at [artsdel.egrant.net](http://artsdel.egrant.net).

## 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 2013 to the Division Director at the Council's June 2012 funding meeting. Applicants will be notified of final funding decisions after July 1, 2012, following the Council meeting and passage of the state budget. For details on the grant review process, go to [Division of the Arts Grant Review Process](#).

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