



Grant Application Form

Artists in the Schools Program



DEADLINE
August 3, 2009
February 1, 2010
August 1, 2010
February 1, 2011

Northwest Minnesota Arts Council
115 South Main, Suite 1
Warren, MN 56762
218-745-6733 or 1-800-646-2240
www.nwrdc.org/arts.htm
mara@nwrdc.org

Introduction • • •

The mission of the Northwest Minnesota Arts Council is to support and enhance the development of the arts in northwest Minnesota. The following counties are included in the Art Council's service area:

Kittson	Marshall	Norman	Pennington
Polk	Red Lake	Roseau	

The Northwest Minnesota Arts Council's goal is to insure that the arts play a significant part in the welfare and educational experience of the residents of this region. The Arts Council assists the growth and excellence of the arts through several programs which are available to sponsoring and/or producing organizations in the region.

Arts activities in all disciplines are supported by the Arts Council, including:

Theater	Film/Video	Architecture and Design
Visual Arts	Dance	Multi-disciplinary Projects
Literature	Music	Folk Arts

The Artists in the Schools Grant Program is in its successful fourth year! In this program, public schools can apply to request a residency in their school with an artist(s) of their choice. This program is funded with State of Minnesota legislative dollars, therefore, private schools are not eligible for the program. Priority for residency or sponsorship projects will be given to groups that are using an artist(s) they have not used in previous grants.

Remember that the Northwest Minnesota Directory of Artists and Arts Organizations is available as a free publication from our office. This Directory contains a listing of area artists who might be interested in working in the schools as artist in residencies. Call and request a copy of the directory if you are having trouble locating artists. Parts of the Directory are in the Arts section of the Northwest Regional Development Commission web site www.nwrdc.org check it out!

Eligibility and requirements • • •

To be eligible for funding, the grant applicant must:

- Be a public school.
- Provide at least 10% of the total project cost by cash resources.
- Limit artist fees paid with grant funds to a maximum of \$300.00 per artist per day.
- Not have received an Arts Project Grant from the NWRDC for the same project.
- Limit receipt of Artist in the Schools Grants to \$3,000.00 in total per fiscal year for each school district (including community education requests).
- Not be requesting funding for an artist(s) that has participated in a similar activity supported by NWRDC grant funds in your school for the past two years.
- Not be requesting funds for your school personnel as project directors or artists, and not be requesting funds for school building rental or utilities usage.

Funding . . .

For Fiscal Year 2010 (July 1, 2009 to June 30, 2010), the Artists in the Schools Program will be funded to the extent of available funds. The maximum amount granted for any one approved application is \$3,000.00, providing at least 10% of the cost is borne by the school with cash match. The maximum amount of Artists in the Schools Grant funds a school district can receive in a fiscal year is \$3,000.00.

Application Guidelines . . .

Application Deadlines, Fiscal Year 2010

Grant applications must be postmarked by the deadline date as follows. Applications submitted by electronic transmission (i.e. FAX) will not be accepted. Late applications will not be considered.

APPLICATION DEADLINE	ARTS COUNCIL REVIEW	NWRDC ACTION	EARLIEST STARTING DATE
Aug. 3, 2009	Sep. 1, 2009	Sep. 22, 2009	Oct. 1, 2009
Feb. 1, 2010	Mar. 2, 2010	Mar. 23, 2010	Apr. 1, 2010

The review dates are based on regular meeting dates of the Arts Council and the Northwest Regional Development Commission. The Arts Council has designated \$7,500 to the August deadline and \$2,500 to the February deadline. If all funds are not requested or awarded in March an additional deadline of May 1, 2010 may be announced. Consult the Arts Council Director regarding the availability of funds and for potential changes from the regular meeting schedule.

Earliest Project Starting Date . .

The project starting date is when a financial commitment has been made toward the project. Examples of financial commitments include but are not limited to: ordering supplies and materials, making a deposit to sponsor a group of artists, signing a contract, etc. Projects for which there has been any kind of financial commitment prior to that grant round's "Earliest Starting Date" on the Application Deadline Schedule will not be eligible for funding.

Applicants are encouraged to contact the Northwest Minnesota Arts Council office early in the planning process at which time the Arts Council Director can provide the most assistance. Prior to the deadline date, staff are available to pre-review applications for completeness and accuracy.

Application Procedure • • •

An application must include the following for consideration for funding:

- 1. Application Form:** The applicant must submit a complete and accurate application providing all requested information. The proposed budget must be accurate, detailed, and appropriate to the purpose of the project. Incomplete applications are not eligible for review.
- 2. Resume's:** Schools must submit a complete resume from the artist(s) or a brochure/flyer listing qualifications of a group of artists. Also please submit resume's or the qualifications of key teachers or project personnel, especially list items that influence the success of the project
- 3. Activity Plan/Schedule/Timeline:** The artist(s) and project director should work together to develop a preliminary list of activities that the artist will accomplish, and the timeline and class schedule to complete them. This should include at least one core group of students with multiple exposures to the artist if the activity occurs after school or in the summer those who sign up will be the core group.

Review Criteria • • •

The following review standards will be used to determine funding:

- **Merit and artistic quality, and the degree of service to the arts.**
- **Ability of the school to accomplish the project.**
- **Demonstrated demand or need for the project.**

The Arts Council will review the application and make a funding recommendation to the Northwest Regional Development Commission.

Compliance Requirements • • •

The grant recipient must:

- Expend the granted funds only for the project as described in the grant application.
- Be responsible for completion of the project and for proper management of grant funds. This includes showing evidence of the income and expenditure amounts of all funds.
- Maintain records showing evidence of grant and matching funds.
- Submit a final report on the form provided within 60 days of completion of the project.
- Not limit access to the project on the basis on national origin, race, religion, age, or sex.
- Include the following credit line in all advertising, news releases, printed programs, and promotional materials:

"This activity is made possible in part by a grant provided by the Northwest Minnesota Arts Council with funds provided by the Minnesota State Arts Board through an appropriation by the Minnesota State Legislature."

A more detailed account of the Review Proces, Terms of Grant/Grantee Responsibilities, Grant Monitoring and Evaluation, and the Appeals Policy and Procedures is available by requesting the Arts Project Grant application form.

Instructions for Completing the Grant Application Form

1. The information requested in this form is needed for the Arts Council to adequately review your request for grant funds. Please answer, as completely as possible, all the questions. The applicant is responsible for the quality and scope of responses.
2. If space on the application form is inadequate, attach additional sheet(s).
3. Submit one original of the grant application.
4. Applications must be postmarked by the deadline date to be eligible.

DEFINITIONS:

“Project Director” is the person designated by the school as responsible for overseeing the implementation of the proposed project and dealing directly with the artist. This person is responsible for the timely submission of all required forms and reports to the Northwest Minnesota Arts Council. This person should be knowledgeable in all aspects of the proposed project, as the Arts Council may need to contact this person with questions specific to the application, the budget, or the project itself.

“Authorizing Official” is that person empowered to enter into contracts for the school.

“Artist Information”

- maximum of \$300 per day per artist
- maximum of 4 contact hours per day (flexibility exists with the artist's permission)
- multiple day residencies over a short period of time will receive priority

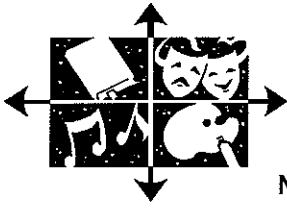
Reporting Requirements:

These forms will need to be completed and returned if your school receives a grant.

- Contract
- Cash Request
- Final Report

Please call if you need more information on these reporting requirements.

Contact the Arts Council office if you have questions on the application!!



Artist in the Schools Program Grant Application Form

(Please Type or Print Carefully with Black Ink)

Northwest Minnesota Arts Council - 115 South Main, Suite 1 - Warren, MN 56762

FOR OFFICE USE ONLY	Date Received _____	Application # _____
Type _____	Discipline _____	Award Date _____
Rating _____	Grant Award _____	

<p>1. School (Official Name, Official Address) _____</p> <p>school phone: _____</p> <p>school e-mail: _____</p> <p>school web site: _____</p>	<p>2. Project Director/Contact (Name, Home/Summer Address) _____</p> <p>day phone: _____</p> <p>contact e-mail: _____</p>
<p>3. Artist's Name _____</p> <p>Artist's Home Town _____</p> <p>Artist's Speciality _____ (example: watercolor painting) If a group of artists attach a page with their details.</p>	<p>4. Student Participants/Audience _____</p> <p>Teacher/Adult Participants _____</p> <p>Adult Audience estimated _____ (student number should be actual total youth exposed to the art form during the experience)</p>
<p>5. Brief Project Description</p>	<p>6. Project Budget Summary</p> <p>Total Project Cost \$ _____</p> <p>Cash Match \$ _____</p> <p>Grant Amount \$ _____ (maximum \$3,000.00)</p>
<p>7. Grade Levels Participating _____</p> <p>Core Group(s) _____ Must have more than one exposure to the artist(s).</p>	<p>8. Date(s) of School Activity _____</p> <p>Date(s) of Community Activity _____</p> <p>Location _____</p>

9. Certification: We certify the information in this application is true and correct to the best of our knowledge.

Authorizing Official

Typed Name	Title	Signature	Date
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Project Director

Typed Name	Title	Signature	Date
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What is a Residency?

School: _____

A residency is an interactive arts activity involving students, teachers, and artists. Residencies should serve as a resource for teachers working to integrate the arts into the curriculum. They provide young people with a direct arts experience with artists. Residencies also encourage professional development of artists by providing a unique employment experience and audience contact.

10. **Basic Requirements of all Residencies: (check off that you are aware of these requirements)**

- The school must provide 10% cash match towards the project.
- A teacher/coordinator must be present at all times. Group/classroom control is the teacher/coordinator's responsibility.
- The teacher/coordinator must be involved in the planning and implementation of the residency.
- Maximum of four contact hours per day for each artist (flexibility exists with the artist's permission).
- The artist will provide follow-up suggestions for the teacher to use.

11. **Community Participation:** The results of the residency must be showcased to the community. Please state how you will accomplish this?

Merit and Artistic Quality

12. Attach to the application your artist's resume or background information. Also, attach a page that provides a more detailed description of what activities will take place during the residency including a rough timeline.

13. A. List the artist, key teachers and administrative personnel.
B. Indicate why they were selected, include reference to the curriculum.

14. What are the goals of the project?

15. Other than the required Final Report Form, how will you evaluate the project?

Need or Demand for the Project

16. How was the need for this project determined by your school/teachers?

17. Does your school have an arts specialist in the discipline you are applying for? _____
If not how are students currently exposed to this type of activity?
(The goal of this program is to provide supplemental arts experiences, not to fully fund your arts graduation standard requirements. We would like to encourage schools to continue to employ arts specialists.)

Ability of the Applicant

School: _____

18. Give a brief description of similar arts-related projects and residencies undertaken by your school in the past two years, including dates.

19. Describe the publicity and/or marketing efforts, including how parents and the community will learn of the project, a description of the methods (news releases, posters, brochures, etc.) that will be used, and the range of distribution of the publicity.

Needs Assessment Questions: This section is required. It helps us to assess the region's needs

20. In your community, what do you think is the greatest strength and what is most lacking in the arts?

21. What are your needs, other than funding, as an arts specialist or teacher pertaining to the arts?

22. How could Northwest Minnesota Arts Council help you fulfill the needs identified in question 21?

Budget

Breakdown the costs associated with each item on the line provided, if needed attach extra sheets. Sorry, administrative costs including school building/equipment rental, and school personnel are not eligible.

EXPENSES

ARTIST FEES _____	\$ _____
(maximum fees of \$300.00 per day per artist)	
SUPPLIES AND MATERIALS _____	\$ _____
TRANSPORTATION AND SUBSISTENCE _____	\$ _____
PUBLICITY _____	\$ _____
TOTAL PROJECT COST	\$ _____

REVENUE

CASH MATCH _____	\$ _____
Minimum cash match requirements: during school hours 10%.	
(If appropriate, match should include participate fees and/or audience ticket sales. List specific details about who is contributing the match on the line above or on a separate sheet.)	
NWRDC GRANT REQUESTED (Maximum \$3,000.00)	\$ _____
TOTAL SUPPORT FOR PROJECT (Must equal Total Cost)	\$ _____