



FY18-19 TEACHING ARTIST GRANT GUIDELINES

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www.centralmnartsboard.org

This information can be made available in the following alternative formats: Braille, large print, and audio recording. We can also help your group find a language interpreter to translate these guidelines. To accommodate your requests, the Central MN Arts Board will need at least 10 working days.

MN Relay Service 1-800-627-3529

PROGRAM OVERVIEW

The Teaching Artist Grant program provides up to \$1,800 for individuals on the CMAB Teaching Artist Roster to conduct arts learning activities in community settings including but not limited to K-12 schools.

Goal: Support local artists in sharing their knowledge, skills and process with learners throughout the region by increasing opportunities for artist residencies.

Objectives/Outcomes:

- Artists conduct residencies in locations they have not previously engaged
- Greater arts infusion across areas of learning
- Residencies provide income to artists
- Organizations/ communities/schools not currently providing arts learning programs have support and incentive to make them available
- Arts learning opportunities are more accessible to students regardless of age, geographic, economic, cultural or other barriers

Proposals to the Teaching Artist Grant program must contain the following components:

- Multiple sessions of Arts Learning activities conducted with a core group
- A Community Component that invites and informs people surrounding the school or organization to learn about or participate in residency activities
- A Staff In-Service component that builds staff capacity and/or supports residency activities

WHO CAN APPLY

- Individuals listed on the CMAB Teaching Artist Roster

APPLICANTS NOT ELIGIBLE

- CMAB teaching artists who have received a total of \$5,400 in Teaching Artist Grant awards within the same fiscal year as the application
- Schools
- CMAB grant recipients with any overdue final reports

PROPOSALS NOT ELIGIBLE

- Those that do not have arts learning as the primary focus
- Those which provide or replace essentially the same services that teachers or arts specialists are required to provide to meet state and/or national curriculum requirements.
- Events with a primary focus of fundraising. (Fundraising efforts are allowable, but must not be the focus of an event)
- Activities already funded by the CMAB Artist in Residence program or CMAB Project Grant program

HOW TO APPLY

Click the Manage GRANTS button in the upper right corner of the CMAB homepage. First-time applicants need to create an account using an email address and a password.

- Applications must be submitted by **11:59 pm on the deadline date**.
- Applications received after the deadlines are ineligible. There are no exceptions to this policy.

USING Fax-to-File

A **Fax-to-File** feature is available within the application to help convert documents from hard copy to digital PDF format. **Fax-to-File** is located in the upper left portion of your screen under tools.

Click on **Fax-to-File** and you will be presented with a toll-free number. Once you have a fax number, you will have 20-minutes to fax documents for conversion. Click the "Finished Faxing" button to see a list of files. Converted documents will be available to download to your computer. After downloading, the documents can then be uploaded during the online application process. Contact the CMAB office if you need further assistance in converting files.

APPLICATION CONTENT

RAC Data Information

The following questions are required for data collection purposes by the Minnesota State Arts Board and the MN Legislature. **The information is not considered in application review and is not visible to reviewers.** To use the district poll finder, [Click Here](#). For a definition of the RAC Data codes, [Click Here](#).

- **Proposal Name** - Name of Residency
- **Proposal Summary** – List the artist(s) name and provide a **brief description**
- **Proposal Discipline** - Select one category that best describes the grant activity
- **Start Date** – Actual residency (not the planning of the event) must not begin prior to CMAB Board review date
- **End Date** – Date residency is expected to be complete. Must occur within 12 months of the Board review date.
- **Measurable Outcomes Summary** – Briefly describe outcomes
- **Evaluation Plan/Methods Summary** – Briefly describe evaluation plans to measure outcomes
- **Publicity** – Does the applicant have an alternate name, other than legal name, to be used for publicity purposes? (i.e. news releases)
- **Alternate Name** – If yes, indicate the name to be used for publicity purposes (or Indicate N/A).
- **Applicant Type** – Enter "artist"
- **Applicant Discipline** - Select one code that best describes the applicant's primary area of interest in the arts
- **Status** - enter "01" for individual
- **Institution** - enter "01" for individual artist
- **Applicant Street Address** – Use abbreviations but not punctuation. (i.e. St Cloud and not St. Cloud)
- **County** - County where applicant is located
- **MN House District** - MN legislative house district where applicant is located
- **Congressional District** - MN congressional district where applicant is located
- **Adult Artists Participating** - directly involved in or providing art or artistic services
- **Youth Audience** - number of children and youth under the age of 18 participating in and/or benefiting directly from these grant activities, or included in an audience
- **Adult Audience** - benefiting directly from grant activities: Excludes employees, paid performers, artists participating, children/youth, broadcast audience. Do not double-count repeat attendees
- **Applicant Ethnicity** - Select any combination (**optional**). Enter "O" if you do not want to provide your ethnicity. N = American Indian/Native American; A = Asian; P = Native Hawaiian/Pacific Islander; B = Black/African American; H = Hispanic/Latino; W = White; 99 = when no single group applies; O = Other
- **Applicant's Distinct Groups**- Indicate if you identify as a member of any of the following demographics: D= Individuals with Disabilities, M= Military Veterans/Active Duty Personnel, O= Other (describe)
- **Proposal's Population by Age** - Select all categories that, by your best estimate, make up 25% or more of the population that will directly benefit from the award. **1** = Children/Youth (0-18 years); **2** = Young Adults (19-24 years); **3** = Adults (25-64 years); **4** = Older Adults (65 + years); **9** = No single groups made up more than 25% population.
- **Proposal's Population by Distinct Groups**- Select all categories that, by your best estimate, make up 25% or more of the population that will directly benefit from the award. **D** = Individuals with Disabilities; **I** = Individuals

in institutions (people living in hospitals, hospices, nursing homes, assisted care, correctional facilities and homeless shelters); **P** = Individuals living below the Poverty Line; **E** = Individuals with Limited English Proficiency; **M** = Military Veterans/ Active Duty Personnel; **Y** = Youth at Risk; **G** = No single distinct group; 5 = Pre-K, Children 5 and under

- **Proposal's Population by Ethnicity** - Select all categories that, by your best estimate, make up 25% or more of the population that will directly benefit from the award. **N** = American Indian/Native American; **A** = Asian; **P** = Native Hawaiian/Pacific Islander; **B** = Black/African American; **H** = Hispanic/Latino; **W** = White; 99 = when no single group applies; **O** = Other
- **Additional Information** (optional) - Data collection questions do not always provide options to accurately describe the racial or ethnic identity of applicants. If there is additional information you would like to provide about your race or ethnicity, include that information here.

ADVICE FOR APPLICANTS

The Teaching Artist Grant program is scored using three criteria: Artistic Merit & Quality, Demonstrated Need and Outcomes & Evaluation. Each criterion has a series of statements that reviewers are asked to consider when reviewing and scoring an application. When completing a grant application, refer to the statements listed beneath each heading. Strong proposals will address all applicable criteria in the narrative responses.

PROPOSAL NARRATIVE

ARTISTIC MERIT/QUALITY - 12 of 30 points

Evaluators use the following criteria when reviewing this section of the application:

- 1) Developmentally appropriate lessons reflect the unique needs and interests of the learners.
- 2) Arts learners will benefit in concrete and meaningful ways as a result of their experience.
- 3) Proposal provides an artistic opportunity not otherwise available by featuring underrepresented, innovative, and/or unique artistic discipline, genre, creative approach, content, and/or quality, presented in a way that is relevant to the intended audience.
- 4) Evidence of artistic, creative, and/or cultural value of the proposed residency
- 5) Community component serves to engage/inform the public (parents, neighborhood residents, caregivers, etc.) about the content and impact of the Artist Residency.

1. **Teaching Artist Profile**- provide the URL for your personal profile from CMAB's Teaching Artist Roster
2. **Describe the residency.**
3. **Big Idea** - The major concept you want students to discover/take away. Big ideas describe the larger motives artists and students have for teaching and learning about certain subjects or mediums. (i.e.- "Singing together can heal", "A picture is worth a thousand words", " There is power in creating")
4. **Essential Questions** - Questions that will invite students into exploration.
5. **Location** – Address where the residency will take place
6. **List any residencies you have conducted in this school/organization within the past five years.** Teaching artists can provide no more than two CMAB funded residencies for the same school/organization within a five-year period. (Indicate if not applicable)
 - Dates
 - Funded by the CMAB?
 - Name(s) of each residency

7. Name of Teacher/Residency Coordinator - Person designated by the school/organization to oversee the implementation of the proposed residency.

- Address
- Email
- Phone

8. Core Group of Students - Identify the group of students that will have the most contact with the artist.

9. Length of Residency – List number of days and number of hours per day.

10. Activities – Describe the timeline for planning, residency activities, evaluation, staff in-service, etc.

11. Materials - List materials required and how they will be provided or obtained.

12. Community Component - Describe how the content of the residency will be shared with members of the community surrounding the location of the residency (i.e. performance, art show, newspaper article, etc.).

OUTCOMES AND EVALUATION - 6 of 30 points

Evaluators use the following criteria when reviewing this section of the application:

- 1) Evidence that the applicant has developed an evaluation plan for the residency that will measure the target outcome(s)
- 2) Evidence that the applicant understands principles of documentation and evaluation and results are used to guide future planning

13. Measurable Outcomes - What will students know after the residency is complete? What will they have created or experienced? What will success look like? What will change?

14. Evaluation Plan - How will you measure success in reaching your target outcomes (i.e. surveys, observation, performance, product, student self-assessments, samples of student work, pictures, interviews, video, etc.).

DEMONSTRATED NEED - 12 of 30 points

Evaluators use the following criteria when reviewing this section of the application:

- 1) The proposal is well designed to address the identified community/audience's specific interests and circumstances.
- 2) Needs of participants and/or audiences are understood and well addressed.
- 3) Evidence demonstrates that the project provides an arts opportunity that would not otherwise be available for the identified community/audience.
- 4) Teacher/coordinator in-service activities have been fully described and are appropriately designed to enhance applicant's capacity.

15. Identify state/national standards addressed in this lesson. (or indicate N/A)

16. How are these standards addressed in the regular school curriculum outside the residency? - MN law requires public schools to fund arts education and CMAB funds may not be used to provide regular school curriculum. Residencies may reinforce, review, or introduce regular curriculum but cannot be the sole way to meet state arts education requirements. (or indicate N/A)

17. Student Need – Describe student needs and how the residency will address those needs.

18. **Teacher In-Service** - Describe when and how you will share elements of the residency that can be used again, give additional tools for assessment, identify additional student needs, etc.
19. **Staff Need** - Describe staff needs and how the residency will address those needs.

PROPOSAL BUDGET

Request up to \$1800. Teaching artists designate their own rate of pay. Download the [TARP Pay Rubric](#) for more information.

20. **Download the [Excel Budget Template](#).** Complete, save as a PDF, and upload. This budget template includes a second worksheet that will be required to complete the final report if awarded. Save for future use.

Artist expenses include:

- **Advanced planning time**
- **Artist-student contact time**
- **Teacher/Coordinator In-service session** - Work with staff on assessment criteria, share tools and process to impact curriculum beyond the residency, etc.
- **Teacher/Coordinator In-service session** - Work with staff on assessment criteria, share tools and process to impact curriculum beyond the residency, etc.
- **Expendable supplies** and materials used during the residency
- NO Travel, meals or lodging expenses

21. **CMAB Grant Request Amount:** maximum request is \$1800. Must match request amount in the budget

22. **Total Expense:** Total Expense in the application must match Total Expense in the budget

23. **Expenses Exceeding Grant Request-** If total residency expenses exceed the Teaching Artist Grant request amount, describe how these expenses will be paid

CERTIFICATION

24. Electronic signature

Your signature indicates that all of the information in the application is true and complete.

CMAB SERVICES AND GRANTING PROCESS

APPLICATION DRAFT REVIEW

Applicants may request a draft review of an application. CMAB staff will review the application and identify any concerns, **upon request** submitted via email (media@centralmnartsboard.org) or fax (320-968-4291), at least two weeks before the application deadline. A review of the application does not guarantee that the request will be funded.

REVIEW PROCESS

Applications will be made available to the CMAB Board of Directors or a review panel at least two weeks prior to the Board Review date. Applications are assigned final scores at an in-person review meeting. Each application will receive a score on a scale from 0 to 30. **An applicant must obtain an average of 15 or higher in order to be considered for funding.** All review meetings are open to the public; see CMAB website for board and panel review dates.

CMAB Directors give final approval on all grant awards. All applicants will be notified of the Board's decision.

GRANT CONTRACT AND DISTRIBUTION OF FUNDS

Awardees must submit a contractual agreement **within 30 days** of notification. Failure to do so can result in the cancellation of a grant commitment.

ACKNOWLEDGEMENT OF CMAB FUNDING

Because it is important for the public to understand how state tax dollars are returning to their communities, and to fulfill Minnesota state law requirements, grantees are required to acknowledge CMAB funding.

The appropriate acknowledgement statement is provided in the grant contract. This must appear on all advertising material, programs, press releases and announcements referencing the funded event.

Grantees must provide copies of advertising materials and programs in the final report.

FINAL REPORTS

A final report must be submitted within sixty (60) days of the residency's completion. Awardees with overdue final reports are ineligible to apply for CMAB grants until the final report is received.

GRANT APPEAL PROCESS

Any applicant who can show cause that established grant review procedures were not followed, or that the policies of the program were not equitable to all applicants, may file an appeal in writing within ten (10) business days of being notified of the CMAB's decision.

The Executive Committee will review the appeal and determine if further investigation is warranted. If there is cause for an appeal, the matter will go before the full board for a final decision. There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need. Contact the CMAB office to view a copy of the complete appeal policy.

DEFINITIONS

Artistic Merit: The perceived quality or value of works of art.

Goal: Specific, measurable, attainable, realistic and **time-targeted objectives** that allow people to identify and work towards outcomes.

Evaluation: A systematic determination of merit, worth and significance, using established criteria. The primary purpose of evaluation, in addition to gaining insight into prior or existing initiatives, is to enable reflection and assist in the identification of future improvement and change.

Outcome: The **final result** when goals have been achieved and the proposed activities are complete

RAC Data Information: Regional Arts Councils (RAC) data collected is maintained by the Minnesota State Arts Board and is distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data.

For more information on Central MN Arts Board programs and services visit our website at www.centralmnartsboard.org or call 320.968.4290 or 1.866.345.7140.