



FY19 TEACHING ARTIST GRANT GUIDELINES

220 - 4th Avenue North | PO Box 458 | Foley, MN 56329
320-968-4290 | 1-866-345-7140 | fax: 320-968-4291

www.centralmnartsboard.org

We understand that the online application system may present a barrier to some applicants and will make reasonable efforts to accommodate particular needs on a case-by-case basis. This information can be made available in the following alternative formats: Braille, large print, and audio recording. We can also help find a language interpreter to translate these guidelines. To accommodate your requests, the Central MN Arts Board will need at least 10 working days.

We recommend using Chrome or Firefox as your web browser to complete the online application.

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
- 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.

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 evaluators 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. Provide descriptions and calculations for All Costs associated with this proposal. Budgets may exceed \$1800, but applicants are only eligible to request \$1800 from the CMAB.

Eligible 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
- Travel, meals or lodging expenses MUST be paid with funds other than the CMAB grant

21. Grant Amount Requested from CMAB: maximum request is \$1800.

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

23. Total Proposal Expense – All costs associated with the proposal

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.** Definition of the RAC Data codes can be found on page 8.

- **Proposal Name** - Name of Residency
- **Proposal Summary** – List the residency 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** – Residency must be completed 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 use an alternate name other than legal name for publicity purposes? (i.e. news releases)
- **Alternate Name** - If yes, enter alternate name to be used for publicity purposes. (or indicate N/A)
- **Status** - Enter "01" for individual
- **Discipline** - Select the code that best describes your primary area of interest in the arts
- **Institution** - Enter "01" for individual artist
- **Street Address** - Enter your street address (No P.O. Box), city and zip code.
- **County** – Enter your county of residence
- **MN House District** – Enter your MN legislative house district. To use the district poll finder, [Click Here](#).
- **Congressional District** – Enter your MN congressional district. To use the district poll finder, [Click Here](#).
- **Artists Participating** – indicate the number of adults directly involved in or providing art or artistic services
- **Youth Audience** – Estimated number of children and youth (0-18) who will directly engage with the arts, related specifically to the grant, whether through attendance at arts events or participation in arts learning or other types of activities. Do not include broadcast audience.
- **Adult Audience** – Estimated number of adults (19+) who will directly engage with the arts, related

specifically to the grant, whether through attendance at arts events or participation in arts learning. Excludes employees, paid performers, artists participating and broadcast audience. Do not include repeat attendees.

- **Applicant Ethnicity** - Select any combination (**optional**). **N** = American Indian/Native American; **A** = Asian; **P** = Native Hawaiian/Pacific Islander; **B** = Black/African American; **H** = Hispanic/Latino; **M** = Middle Eastern/North African; **W** = White; **99** = when no single group; **O** = Other; **98** = Data not provided
- **Applicant Distinct Groups**- Indicate if you identify as a member of any of the following demographics: **I** = Individuals with Disabilities; **S** = Adults older than Sixty; **V** = Military Veterans; **99** = None of the above; **98** = Data not provided
- **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 will make 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 (including 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; **M** = Middle Eastern/North African; **W** = White; **G** = no single ethnic/racial group
- **Additional Information** (optional) - Data collection questions do not always provide options to accurately describe the racial or ethnic identity of applicants and the groups they serve. If there is additional information you would like to provide about the race or ethnicity of the groups served by the project, include that information here.

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 (15) 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.

RAC Data Code Definitions

Art discipline codes		Institution type			
DIS1/PDIS1	DISCIPLINE	INST1	INSTNAME	Description	INST1
01	Dance	01	Individual - Artist	One who	01
01A	Dance, ballet	02	Individual - Non-artist	Include	02
01B	Dance, ethnic/jazz	03	Performing Group	Group of artists	03
01C	Dance, modern	04	Performing Group - College/Univ	A group of	04
02	Music	05	Performing Group - Community	A group of	05
02A	Music, band	06	Performing Group for Youth	A group which	06
02B	Music, chamber	07	Performance Facility	A building or	07
02C	Music, choral	08	Museum - Art	An organization	08
02D	Music, new-experimental, elec	09	Museum - Other	An organization	09
02E	Music, ethnic	10	Gallery/Exhibition Space	An organization	10
02F	Music, jazz	11	Cinema	A motion	11
02G	Music, popular	12	Independent Press	A non-	12
02H	Music, solo/recital	13	Literary Magazine	A non-	13
02I	Music, orchestral	14	Fair/Festival	A seasonal	14
03	Opera/Musical Theater	15	Arts Center	A multi-	15
03A	Opera	16	Arts Council/Agency	An organization	16
03B	Opera, musical theater	17	Arts Service Organization	An organization	17
04	Theater	18	Union/Professional Assn	Include artist	18
04A	Theater, general	19	School District	A geographic	19
04B	Theater, mime	20	School - Parent/Teacher Assn	An organization	20
04C	Theater, puppetry	21	School - Elementary	Also called a	21
04D	Theater for young audiences	22	School - Middle	Also called a	22
04E	Theater, storytelling	23	School - Secondary	Also called a	23
05	Visual arts	24	School - Vocational/technical	Trade school	24
05A	Visual arts, experimental	25	School - Other	Non-arts	25
05B	Visual arts, graphics	25A	School - Preschool		25A
05D	Visual arts, painting	25B	School - Community Education		25B
05F	Visual arts, sculpture	25C	School - Homeschoolers		25C
06	Design arts	26	College/University	Include state-	26
06A	Design arts, architecture	27	Library		27
06B	Design arts, fashion	28	Historical Society/Commission	A historical	28
06C	Design arts, graphic	29	Humanities Council/Agency	An organization	29
06D	Design arts, industrial	30	Foundation	An endowed	30
06E	Design arts, interior	31	Corporation/Business	A legal entity	31
06F	Design arts, landscape arch	32	Community Service Organization	A non-arts	32
06G	Design arts, urban/metro	33	Correctional Institution	A prison,	33
07	Crafts	34	Health Care Facility	A hospital,	34
07A	Crafts, clay	35	Religious Organization	A church,	35
07B	Crafts, fiber	36	Senior Center	A facility or	36
07C	Crafts, glass	37	Parks and Recreation	Usually a	37
07D	Crafts, leather	38	Government - Executive	The	38
07E	Crafts, metal	39	Government - Judicial	Judges and	39
07F	Crafts, paper	40	Government - Legislative(House)	The	40
07G	Crafts, plastic	41	Government - Legislative(Senate)	The other	41
07H	Crafts, wood	42	Media - Periodical	A periodical	42
07I	Crafts, mixed media	43	Media - Daily Newspaper		43
08	Photography	44	Media - Weekly Newspaper		44
09	Media Arts	45	Media - Radio		45
09A	Media Arts, film	46	Media - Television		46
09B	Media Arts, audio	47	Cultural Series Organization	An organization	47
09C	Media Arts, video	48	School of the Arts	Any school which	48
09D	Media Arts, tech/experimental	49	Arts Camp/Institute	An organization	49
09E	Media Arts, screen/scriptwriting	50	Social Service Org	Governmental or	50
10	Literature	51	Child Care Provider	An organization	51
10A	Literature, fiction	98	Data not provided		98
10B	Literature, non-fiction	99	None of the above		99
10C	Theater, playwrighting				
Legal Status					
10D	Literature, poetry	STAT	STATDESC	Description	
11	Interdisciplinary	01	Individual	A person, not an organization.	
12	Folk/Traditional Arts	02	Organization-Nonprofit	Not engaged in profit-making	
12A	Folk/Traditional dance	03	Organization-Profit	Engaged in profit-making activities	
12B	Folk/Traditional music	04	Government-Federal	A unit of or individual associated with	
12C	Folk/Traditional crafts/vis arts	05	Government-State	A unit of or individual associated with	
12D	Folk/Traditional storytelling	06	Government-Regional	A unit of or individual associated with	
13	Humanities	07	Government-County	A unit of or individual associated with	
14	Multidisciplinary	08	Government-Municipal	A unit of or individual associated with	
15	Non-arts/Non-humanities	09	Government-Tribal	The governing authorities of tribes, bands,	
98	Not provided	98	Data not provided		
		99	None of the Above		