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CREATIVE LEARNING IN SCHOOL PROGRAM GUIDELINES

*Supporting the role the arts play in engaging K-12 public school students
through sequential, hands-on art instruction.*

APPLICATION DEADLINE: Monday, December 5, 2022 by 3:00PM

WHO MAY APPLY: Individual Artists, Artist Collectives, 501(c)(3) or New York State non-profit organizations with an active board of trustees either incorporated in NY State or registered to do business in NY State. Government or quasi-governmental entity, or tribal organization

AWARD AMOUNT: \$2500 *or* \$5000

PROJECT PERIOD: January 1 – December 31, 2023

*Creative Learning MAY BE awarded funding for **100%** of an applicants' total expenses for **In-School projects**.
Applicants are **NOT** required to provide a match of funds, which may be a combination of cash and in-kind contributions*

The Creative Learning In School grant is designed to support arts education projects in K-12 public schools.

This funding is designed to support effective and innovative approaches to artist-led instruction in the school setting. These grants are meant to build the capacity of local artists and non-profit arts organizations while providing public school-aged students with high-quality artistic learning experiences. Projects should draw on arts education practices to engage participants in the creation and interpretation of artistic works. Instruction must be sequential, age- and skill-based, and focused on the exploration of art and the artistic process. Emphasis is placed on the depth and quality of the creative process through which participants learn through, or about, the arts.

The grant funds partnerships (applicants and their partners): The official applicant to the grant must be a Suffolk or Nassau County nonprofit arts & cultural organization, or an individual artist (or groups

of artists). The project must take place at a Suffolk or Nassau County public school during the school day. The school or community center is referred to as the "Partner."

***Note:** If an individual artist is the applicant, s/he must be from either Nassau or Suffolk County. However, if the applicant happens to be a Nassau County nonprofit arts & cultural organization, their teaching artists do not have to be from Nassau County.*

Creative Learning grants strive to build the capacity of local teaching artists and nonprofit arts organizations while 1) providing K-12 public school students high-quality artistic learning experiences, and 2) supporting projects that provide in-depth, age-and skills-appropriate opportunities for participants to create and experience the arts. This grant opportunity allows for teaching artists to work during-school to encourage and promote the importance of lifelong learning.

Teaching artists must incorporate principles of: Social-Emotional Learning (SEL) or Culturally Responsive Sustaining Education (Diversity, Equity, Inclusion). Inter-curricular collaboration is expected in the form of a direct collaboration with a core curriculum teacher and classroom. Projects must be a sequential arts workshop/program for participants.

GRANT PRIORITIES:

New for 2023 - priority will be given to new applicants and applicants not previously funded within the past 3 SCR grants cycles, this includes Restart. These applicants will have 1 point added to the fiscal managerial component of their project.

- School districts or community centers in low-income areas
- Collaborative and intergenerational projects
- Projects involving students with special needs
- Underserved/Underrepresented populations
- Projects that incorporate SEL and CRS (DEI) principles.

All Creative Learning projects must provide:

- Sequential, skills-based study that incorporates one or more art forms
- A minimum of **three (3)** sequential, hands-on learning sessions
- In-depth, age and skills appropriate learning opportunities
- Hands-on, participatory creation and/or learning opportunities in one or more art forms that may culminate in exhibitions, productions, or demonstrations
- Stated learning goals, methodologies and outcomes, and a means for student evaluation

Requirements for In-school projects, during the school day:

- Eligible projects will involve a direct collaboration between at least one non-arts (core curriculum) classroom teacher and at least one teaching artist not currently affiliated with the partner school.
- Students should not be taken out of regular classes to participate, or be selected on a voluntary basis for participation in the program.

- Creative Learning funds must not replace, or appear to replace, the role of certified arts teachers in schools. However, it is recommended that the school's certified art, music, dance, and/or theater teachers participate in the project.
- Project must involve at least three (3) hands-on learning sessions with the teaching artist and the same teacher/group of students (called the "core group"). Each session should be at least 30 minutes long. (Each block of time a teaching artist connects with a group of students, separated by time, can be considered one contact session.) It is recommended that contact sessions are separated by enough time for reflection and refining.
- Teaching Artists must provide a completed Program Template with their proposal and submit the completed Classroom Teacher Feedback form, along with the Final Report upon completion of the project.
- A letter of commitment from the Partner (school) to the Applicant must be included with the application in order to be eligible for funding. The letter of commitment must outline in detail the Partner's support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each team member involved. The Principal should sign this letter of agreement, and it should appear on the Partner's letterhead.
- Projects must incorporate elements of Social-Emotional Learning or Culturally Responsive-Sustaining Education Framework principles as described here:

SEL - self-awareness, social awareness, relationship skills, and responsible decision-making.

CRS (DEI) FRAMEWORK - affirmation of racial, linguistic and cultural identities, elevate historically marginalized voices and empower students as agents of social change. Prioritize diversity, equity and inclusion.

Ineligible Projects:

- Projects taking place in private or parochial schools.
- Stand-alone assembly programs, single performances, single visits to or from cultural institutions.
- Undergraduate college-level courses, scholarships, fellowships, contests, or student performing groups.
- Equipment. The grant can fund supplies, which are defined as materials that are used up during the course of the project, but not permanent equipment.
- Schools that already receive funds from New York State Council on the Arts (NYSCA) for FY2023
- All direct applicants to NYSCA for FY23 are not eligible (regardless of funding status).

PROJECT CRITERIA:

All applications are reviewed for completeness and then sent to the respective panels. Applications are evaluated on the following criteria:

- Clarity and appropriateness of proposed goals, with specific reference to NYS learning standards for the arts, SEL and Cultural Competence strategies.

- Depth of interaction, as indicated by plans for contact time between the core group of students, artist/s, and if applicable, teacher/s.

Artistic Programming - Innovative, multidisciplinary projects. Programs that support equity and inclusion and are collaborative.

Community Impact - Inclusive of under-resourced neighborhoods or cultural groups and differently abled or linguistically diverse audiences. Projects that are intergenerational and meet the needs of a diverse community. Projects that are open to and/or engage the school community and beyond.

Fiscal/Managerial - Payment to participating artists, outreach to schools in under-resourced neighborhoods or cultural groups and differently abled or linguistically diverse audiences.

Budget - Sound financials, completed budget worksheet.

The criteria is weighted according to these percentages:

- Artistic: 40%
- Community Engagement: 40%
- Fiscal and Managerial: 10%
- Budget: 10%

Refer to the Creative Learning In School Rubric for specific criteria evaluation

APPLICATION OVERVIEW:

The Creative Learning In School Application will include the following:

1. **Applicant Profile:** Submit general information including contact information, electoral district numbers and for organizations only: funding history, organizational mission.
2. **School Profile:** Submit general information about the school you are partnering with.
3. **Project Profile:** Describe the essentials of your project, including how you plan to carry it out successfully. Submit important details about your proposed project including how you will incorporate a teaching-learning strategy.
4. **School/Community Impact:** Describe in detail the classroom/public component, grades/audiences you plan to engage.
5. **Program Template:** Complete and submit a Program Template which includes the NYS State Learning Standards for the Arts, Expected Student Outcomes/Objectives, Timeline and Final Project description that apply to your proposed project.
6. **Fiscal Profile:** Be sure to include the anticipated date(s) of your event(s) and key details about your Implementation Team.
7. **Budget** - Sound financials, completed budget worksheet.
8. **Work Samples and Support Material:** Upload or provide web links to samples of past or current work. Upload a limited number (up to three items) of supplemental materials for teaching artists and partners involved in your proposed project, such as: newspaper clippings, brochures, PR materials, Letters of Support.
9. **Certification of Application:** Verify the information in the application form.

ADDITIONAL DOCUMENTATION REQUIRED:

FOR INDIVIDUALS PARTNERING WITH A PUBLIC SCHOOL

Letter of support from the public school (signed by school principal)

- ✓ Bio/resume of key artist/s
- ✓ Proof of county residency (this can be fulfilled through a telephone bill, credit card or bank statement {first page only; social security and financial information should be blocked}, current lease or mortgage agreement listing the artists name and NYS County address, driver's license or ID card, voter registration card)
- ✓ IRS Form W-9
- ✓ Work samples

FOR NONPROFIT ORGANIZATIONS PARTNERING WITH A PUBLIC SCHOOL

Letter of support from the public school (signed by the school principal)

- ✓ Proof of nonprofit status – you must provide **one** of the following forms:
 - Determination Letter from the Internal Revenue Service 501(c)(3)
 - Charter by the NYS Board of Regents Under Section 216 of the NYS Education Law
 - Current NYS Bureau of Charities (office of the Attorney General) filing receipt
 - Official authorization as an arm of the local government
 - Documentation of Incorporation Under Section 402 of the NYS Not-for-Profit Corporation Law
- ✓ Board member affiliation list
- ✓ Financial Statement for your most recent fiscal year signed by the Treasurer and/or 990
- ✓ Bio/Resume of Key Artist(s)
- ✓ Work samples
- ✓ IRS Form W-9