



# SUPERVISOR DON KNABE, FOURTH DISTRICT ARTS EDUCATION PARTNERSHIP PROGRAM 2012 Guidelines and Instructions

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## DEADLINES

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All applications and required supplemental materials must be submitted by email or postal mail no later than **Wednesday, November 9, 2011**.

- Email submissions must be sent by 11:00 p.m. on Wednesday, November 9, 2011.
- Mail submissions must be postmarked no later than Wednesday, November 9, 2011.

**Late or incomplete applications will not be accepted.**

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## ARTS EDUCATION PARTNERSHIP PROGRAM OVERVIEW

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Supervisor Knabe's Arts Education Partnership Program (AEPP) was established in 2001 to support a well rounded education in dance, music, theatre and the visual arts for K-12 students in the Fourth Supervisorial District of Los Angeles County.

Supervisor Knabe is committed to supporting quality arts education opportunities in all neighborhoods within the Fourth District. Non-profit organizations, individual schools, and school districts are encouraged to apply for AEPP funds.

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## ARTS EDUCATION PARTNERSHIP PROGRAM GUIDELINES

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### WHO MAY APPLY

- Non-profit organizations located and operating within the Fourth District
- Non-profit organizations located outside of the Fourth District that partner with organizations to provide services within the Fourth District
- School districts located in the Fourth District
- Individual schools, public or private, located in the Fourth District
- City agencies located within the Fourth District

### WHO MAY NOT APPLY

- For-profit organizations
- Organizations whose primary mission is to raise funds
- Individual artists

### GRANT CONDITIONS

Organizations that are awarded funds are required to adhere to all elements within the agreement with Los Angeles County, including the following:

- **Matching Funds:** The AEPP grant must be matched 1:1. At least 50% of the match must be a cash match and 50% of the match can be in-kind support.

- **Reporting:** Organizations receiving grants will be required to submit signed agreements, project reports, provide documentation of proper acknowledgement of Supervisor Knabe's support in printed materials such as school newsletters and press releases, and list public events on ExperienceLA.com.

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## PROJECT SUPPORT

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The Arts Education Partnership Program will provide funding for the period of **July 1, 2012 – June 30, 2013** to expand arts education opportunities in the Fourth District.

Examples of projects eligible for the grants include:

- Enhancement of students' skills in the arts through interfacing with professional artists and arts organizations
- Professional development for teachers (classroom teachers, arts specialists, and teaching artists) in artistic skills, information, and knowledge
- Equipment or supplies to support quality arts instruction
- Evaluation of the impact of arts education programming to date with recommendations to strengthen and deepen services provided to students
- Long-range planning to provide sequential arts education in one or more schools or district-wide

Funding may **NOT** be used for any of the following:

- Competition entry fees
- Out-of-state travel expenses (e.g. buses, hotel rooms, etc.)
- Capital expenditures (e.g. building improvements)
- Staff salaries
- Trusts or endowment funds
- Expenses incurred before contract starting date
- Expenses incurred after contract end date
- Projects occurring outside the Fourth District

### REQUESTS

Only one application per organization can be submitted. Applicants can request up to \$10,000.

**Exception:** Requests and award amounts cannot exceed 50% of the organizations' revenue from the last completed fiscal year.

For example, if the organization's cash revenue in the last completed fiscal year is \$20,000 or more, the organization may request up to \$10,000 of support. However, if the organizations' cash revenue is less than \$20,000, the organization should multiply that year's revenue by 50% to calculate their maximum request amount.

Schools, school districts, and government agencies should use their department budget to calculate the previous year's cash revenue.

### MATCHING FUNDS REQUIREMENT

All funding must be matched on one-to-one basis (1:1). At least 50% of the match must be a cash match and up to 50% of the match can be in-kind support.

For projects occurring in a school, a cash match directly from the school or district budget is the preferred source of matching funds and will be considered favorably during the review process.

For example:

	<b>AEPP Request</b>	<b>1:1 Applicant Match</b> (at least 50% of match must be cash)		<b>Project Budget</b>	<b>Expected Source of Match</b>
	(A)	<b>CASH (B)</b>	<b>IN-KIND (C)</b>	(A) + (B) + (C) =	
<b>TOTAL</b>	\$10,000	\$5,000	\$5,000	\$20,000	XYZ Unified School District General Fund

### AWARDS

Award amounts are based upon available funding, the organization's score as assigned by the peer panel, and Supervisor Knabe's review.

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## REVIEW CRITERIA

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For the purpose of the Arts Education Partnership Program, a high quality arts education project has clear objectives that are tied to the arts learning needs of the students and meets the Content Standards for California Public Schools, which include the Visual and Performing Arts Standards (VAPA). In-school projects should help achieve the school's or district's goals for arts education.

High quality supplemental materials will demonstrate the following:

- Lesson plans demonstrate sequential units of instruction, provide participatory artistic experiences, and include student assessments
- Study guides effectively prepare students for the program
- Evaluation tools effectively determine if the learning objectives have been met

Applications will be reviewed by a panel using the following criteria:

#### Quality of Project

- Quality of project objectives
- Quality of lesson plans or study guides
- Quality of project plan

#### Project Capacity

- Ability and knowledge to effectively implement the project, including experience in K-12 arts education

#### Fiscal Responsibility

- Source(s) of matching funds

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## TECHNICAL ASSISTANCE AND VAPA STANDARDS WORKSHOP

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All applicants are encouraged to attend the AEPP application assistance workshop:

**Tuesday, October 4, 2011**

**1:00 – 4:00 p.m.**

Manhattan Beach Library, Community Room

1320 Highland Avenue

Manhattan Beach, CA 90266

**Register TODAY** at: <http://aeppworkshop.eventbrite.com/>

**Part I: Standards-based Lesson Planning**

This session will focus on building strong arts education programs using VAPA standards and best practices in lesson planning.

**Part II: Application Assistance Workshop**

Learn how to apply for the Arts Education Partnership Program. Walk through the guidelines, application process and review criteria.

***Additional Opportunity for Technical Assistance***

The Los Angeles County Arts Commission will host a similar workshop for potential applicants to the Organizational Grant Program (OGP). Applicants to the Arts Education Partnership Program are invited to attend.

**Wednesday, October 26**

**4:00 – 7:00 p.m.**

Watts Labor Community Action Committee, Cecil Ferguson Gallery

10950 South Central Avenue

Los Angeles, CA 90059

**Register TODAY** at: <http://ogpworkshopwatts.eventbrite.com>

**Part I: Organizational Grant Program Workshop**

Learn how to apply for the Organizational Grant Program, how to make a compelling case for each OGP category, and how to avoid common mistakes when applying.

**Part II: Arts Education: Addressing VAPA Standards in Proposals**

This session will focus on building strong arts education grant applications using Visual and Performing Arts (VAPA) content standards and strong curriculum samples. (This portion of the workshop will begin at 4:30 p.m.)

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## APPLICATION INSTRUCTIONS

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**All information must be typed in the application provided. The application has been created as a fillable form document so you are able to type directly into the application where indicated in grey.**

Please adhere to the maximum number of words for each section as indicated below in the instructions.

**A. APPLICANT INFORMATION**

Questions (1 - 11) Enter information as requested.

## B. PROPOSED PROJECT OVERVIEW

Questions (1 - 7) Enter information as requested. This information provides a general overview of the project for the panelists.

*Question (1)* Provide a brief, yet clear, summary of the project.

*Question (2)* Select the primary art form for the proposed project. If one or more art forms will be included, please select more than one answer.

*Question (3)* Indicate the budget for your organization for the most recently completed fiscal year. Schools, school districts, and government agencies should use their department budget.

*Question (4)* Indicate your organization's cash revenue for the most recently completed fiscal year.

*Question (5)* Grant requests should not exceed \$10,000 or 50% of the organization's cash revenue listed in the previous question.

*Question (6)* Indicate if this project is taking place in-school (e.g. a classroom of K-12 students) or out-of-school setting (e.g. a community center). Indicate if this is a new or existing project.

*Question (7)* List the locations and addresses at which the arts instruction will take place.

## C. PROJECT NARRATIVE

Questions (1-5) Enter information as requested. The information provided in this section will be used to evaluate the application. All questions have character limits that are clearly labeled in the application.

*Question (1)* Mission - State the mission of the organization in one to two sentences. Describe how arts education is part of or supports the mission of the organization. For school districts or schools, if there is an adopted arts education policy for the district, briefly describe its key elements here.

*Question (2)* History - Describe any significant achievements or developments in the organization. Include the most pertinent experiences of the organization in serving students in the arts over the past three years.

*Question (3)* Project - Clearly describe the project for which funding is requested. The objectives for the project must be addressed, as well as the number of students that will benefit from the project. Address the length of the services--such as the number of days/weeks students will be participating--the amount of time students will be served per week, and location. ***For in-school projects, describe how the project addresses the school's or district's current year goals for arts education and the Visual and Performing Arts Standards for CA Public Schools.***

To research school's or district's policies and plans, visit their Web sites or search *Arts for All's* Models and Materials directory at <http://models.lacountyartsforall.org>.

To learn more about the Visual and Performing Arts Standards for CA Public Schools, visit <http://www.cde.ca.gov/be/st/ss/documents/vpastandards.pdf>.

*Question (4)* Audience - Describe the population that will be served by the project. In addition to demographic information, explain who the students are and how they are selected for participation.

*Question (5)* Strategies and timelines - Clearly indicate how the project objectives will be met. Include dates for all applicable details regarding project development and implementation.

*Question (6) Only for previous recipients of funding from AEPP - How has the program developed since you last requested funding from the Arts Education Partnership Program? What assessments and refinements have been made to the program?*

#### **D. QUALIFICATIONS OF PROJECT TEAM**

Questions (1-2) Enter information as requested. The information provided in this section will be used to evaluate the application.

*Question (1) Staff and volunteers include:*

- Lead administrative staff responsible for implementing and monitoring the project
- Lead artistic staff responsible for instruction
- Volunteers that do charitable or helpful work without payment for services

*Question (2) Partners include:*

- Staff with organizations that will play a key role in assisting the applicant with the development or implementation of the project

#### **E. PROJECT BUDGET**

Questions (1-3) Enter information as requested. The information provided in this section will be used to evaluate the application.

*Question (1) The expenses should only reflect those costs that will be incurred during the project period, July 1, 2012 – June 30, 2013. Round all numbers to the nearest \$100. AEPP grant requests should not exceed \$10,000 or 50% of the last year's revenue.*

*Matching Funds - All AEPP requests must be matched 1:1. At least 50% of the match must be a cash match and 50% of the match can be in-kind support. See the Matching Funds Requirement section of this document (page 3) for additional information.*

*Cash Match* refers to cash revenues, donations or grants that are required to support the total project budget. For projects occurring in-school, a cash match directly from the school district or school budget is the preferred source of funding and will be considered favorably during the review process. Clearly identify sources for cash match. **Asterisk (\*) those sources that are committed or secured.**

*In-Kind Match* refers to non-cash items such as donated space, supplies, or volunteer services that will support the total project budget. Clearly identify sources of in-kind match. **Asterisk (\*) those sources that are committed or secured.**

*Question (2) Use this space to provide clarifications regarding the Project Budget. Where applicable, specify the fee or rate for personnel. Example: Artists (2 @ \$300 per week x 10 weeks = \$6,000).*

*Question (3) Describe plans to execute the project if the total AEPP request is not received. [50 words maximum]*

#### **F. SUPPLEMENTAL MATERIAL**

Questions (1-2) Enter information as requested. The information provided in this section will be used to evaluate the application. Clearly mark on each item the name of the organization that is applying for the grant.

*Question (1)* Provide narrative responses to the questions about the program's evaluation tools. List the evaluation tools that will be used to determine if project objectives have been met. Sample evaluation tools include, but are not limited to, evaluation plans or data collection tools such as rubrics or survey questions. The evaluation tools can be blank or completed by past participants. Evaluation tools must be attached as supplemental material.

*Question (2)* Provide narrative responses to the questions about the program's curriculum samples. List the lesson plans or study guides that will be used in the project. Lesson plans demonstrate sequential units of instruction, outline participatory artistic experiences, and include student assessments and study guides are designed to help prepare students for the program. Lesson plans or study guides must be attached as supplemental material.

**Only the supplementary materials requested above will be accepted.** Additional supplementary materials submitted will not be included in the panel review. All supplementary materials must be submitted along with the final application by the deadline and not under separate cover.

## G. AUTHORIZATION

Completing this section certifies that the authorized official (e.g. executive director, board president) has read and approved the submission of this proposal and certifies that the information contained in this application is true and correct to the best of their knowledge. This individual must be a representative of the applicant organization who has the authority to sign legally binding documents on behalf of the organization. For example, an executive board officer (i.e. President) or an executive staff member with signing authority (i.e. Executive Director or CFO).

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## APPLICATION SUBMISSION

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One copy of the authorized application and all supplemental materials must be submitted by email or mail no later than **Wednesday, November 9, 2011.**

- **Email submissions** must be sent to [SNapolitano@lacbos.org](mailto:SNapolitano@lacbos.org) by 11:00 p.m. on Wednesday, November 9, 2011.
- **Mail submissions** must be sent to Supervisor Don Knabe, Attention: Steve Napolitano, 500 W. Temple Street, Room 822, Los Angeles, CA 90012 and postmarked no later than Wednesday, November 9, 2011.

**Late or incomplete applications will not be eligible for funding.**

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## APPLICATION REVIEW AND APPROVAL

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Applications will be reviewed for eligibility and an independent panel will evaluate all eligible applications. Panel recommendations will be forwarded to Supervisor Knabe for final approval in organizations will be notified in May 2012.

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## COUNTY RESOURCES TO SUPPORT AEPP APPLICATIONS

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### **Arts for All**

*Arts for All: Los Angeles County Regional Blueprint for Arts Education* is the County's 10-year strategic plan for arts education, which was adopted by the Board of Supervisors in 2002. *Arts for All* is the dynamic, county-wide collaboration working to create vibrant classrooms, schools, communities and economies through the restoration of all arts disciplines to the core curriculum for each of our 1.6 million public K-12 students. *Arts for All* resources that can support constituents in the Fourth District include:

#### **Online resource to support the needs of educators, community stakeholders and policy makers in achieving sequential K-12 arts education:**

- [Programs for Students](#) enables educators to strategically search for arts education programs by arts discipline, subject area, grade level, program type, and cultural origin. The directory also includes streaming video and an electronic booking form to facilitate communication between teachers and arts education providers. There are currently over 100 artists and arts organizations listed on the site, representing 262 programs.
- [Models and Materials](#) is a searchable database of over 200 resources that can support and expand school's commitment to systemic arts education, such as examples of school district arts policies and resources for strategic planning.
- [Programs for Educators](#) enables educators to strategically search for providers of arts education professional development for K-12 educators.
- [Designing the Arts Learning Community: a Handbook for K-12 Professional Development Planners](#) is a guide to designing arts education professional development for K-12 classroom teachers and provides a searchable database of 50 arts learning communities.

#### **Technical Assistance for In School K-12 Arts Education**

To help school districts spend funding strategically and to build capacity to provide arts education, County school districts are eligible to receive training and technical assistance through a coach to develop and adopt a comprehensive arts education policy and budgeted plan. Forty-six school districts are currently participating, including ABC, East Whittier City ES, Hacienda/La Puente, Hermosa Beach City, Little Lake City, Los Nietos, Manhattan Beach, Norwalk-La Mirada, Palos Verdes Peninsula, Paramount, Redondo Beach, South Whittier, Whittier City, and Whittier Union school districts from the Fourth Supervisorial District. To learn more about how your district can receive coaching to plan for arts education, contact Kimberleigh Aarn, Senior Planning Manager, Arts for All, Los Angeles County Arts Commission, at 213-202-5858.

To learn more, please visit [www.lacountyartsforall.org](http://www.lacountyartsforall.org).

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## **QUESTIONS**

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Please contact Steve Napolitano, Deputy, Office of Supervisor Don Knabe, at [SNapolitano@lacbos.org](mailto:SNapolitano@lacbos.org).