



SUPERVISOR DON KNABE, FOURTH DISTRICT ARTS EDUCATION PARTNERSHIP PROGRAM 2013 Guidelines and Instructions

IMPORTANT UPDATE

AEPP IS NOW A REIMBURSEMENT GRANT! Awards are paid on a reimbursement basis only. Grant funds and matching funds must be expended prior to invoicing. Before receiving payment, grantees receiving over \$3,000 in funding must complete and submit an invoice package with an (1) Invoice, (2) Project Report, (3) Expenses Form, and (4) Proof of Recognition. Grantees receiving fewer than 3,000 dollars in funding will only need to submit an (1) Invoice and (2) Proof of Recognition.

Should you have any questions about any of these changes or requirements, please email AEPP@bos.lacounty.gov or call 213-202-5938.

DEADLINES

All applications and required supplemental materials must be submitted by email to AEPP@bos.lacounty.gov no later than **11:00 p.m. on February 28, 2013.**

Late or incomplete applications will not be accepted.

ARTS EDUCATION PARTNERSHIP PROGRAM OVERVIEW

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.

ARTS EDUCATION PARTNERSHIP PROGRAM GUIDELINES

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

PROJECT SUPPORT

The Arts Education Partnership Program will provide project support funding for the period of **July 1, 2013 – June 30, 2014** 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:

- Overhead Expenses or Indirect Fees
- 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:

	AEPP Request	1:1 Applicant Match (at least 50% of match must be cash)		Project Budget	Expected Source of Match
	(A)	CASH (B)	IN-KIND (C)	(A) + (B) + (C) =	
TOTAL	\$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.

REVIEW CRITERIA

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

APPLICATION ASSISTANCE AND VAPA STANDARDS WORKSHOP

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

Wednesday, January 30, 2013

1:00pm- 4:00pm

Angels Gate Cultural Center
3601 South Gaffey Street
San Pedro, CA 90731

Register TODAY at: <http://aepp.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.

APPLICATION INSTRUCTIONS

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 and qualifications of the organization in providing arts education to K-12 students 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.***

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>.

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) VAPA Standards- Briefly explain how the organization's arts education services address the Visual and Performing Arts Content Standards. *The California State Curriculum Standards are available at: <http://www.cde.ca.gov/be/st/ss/documents/vpastandards.pdf>*

Question (7) 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 project costs that will be incurred during the project period, July 1, 2013 – June 30, 2014. 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 4) 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.

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). Indicate sources of matching funds and indicate if funds are committed or secured.

Question (3) Describe plans to execute the project if the total AEPP request is not received.

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.

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).

APPLICATION SUBMISSION

The authorized application and all supplemental materials must be submitted by email to AEPP@bos.lacounty.gov no later than **11:00 p.m. on February 28, 2013**.

Late or incomplete applications will not be eligible for funding.

APPLICATION REVIEW AND APPROVAL

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. Organizations will be notified in the early summer of 2013.

COUNTY RESOURCES TO SUPPORT AEPP APPLICATIONS



Arts for All

Arts for All is working to bring creativity to every L.A. County classroom by empowering school districts to prepare all students for the workforce of tomorrow. The region-wide collaboration includes more than 100 partners with the goal of serving all 1.6 million public K-12 students in Los Angeles County. Currently *Arts for All*, the L.A. County-wide collaboration to bring creativity to every classroom, is working in 54 school districts reaching 582,000 students. Visit www.lacountyartsforall.org to learn more. *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 250 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. Fifty-four 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.

NEW INVOICING REQUIREMENTS FOR AEPP GRANTEES

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.
- **Invoicing and Reporting:** Organizations receiving grants are now required to submit an invoicing package consisting of:

Invoice <i>Required of all AEPP grantees</i>	Invoice must be completed with the following information: <ol style="list-style-type: none"> 1. Contractor name 2. Contact information 3. AEPP contract number 4. Reimbursement amount requested 5. Tax I.D. number
Proof of Recognition <i>Required of all AEPP grantees</i>	Include one example of proper acknowledgement of Supervisor Knabe's support in printed materials such as school newsletters and press releases or online materials such as your website's donor page.
Proof of Expenses Form <i>Required of AEPP grantees receiving over \$3,000.</i>	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 . The Proof of Expenses form and instructions are available on Don Knabe's Web site. Acceptable expense documentation is limited to: <ol style="list-style-type: none"> 1. Reports generated from in-house accounting systems such as QuickBooks or Quicken; 2. Copies of canceled checks showing proof of payment; 3. Bank statements, credit card statements showing proof of payment; 4. Cash register receipts, 5. Signed and dated contracts or letters of agreement stating duties, dates of employment, or services; and/or 6. Signed and dated statement from an individual including time period worked, amount paid, and service performed. 7. In-kind contributions must be detailed in a separate document, with the estimated monetary value of the in-kind contributions listed. Proof of expenses shall demonstrate AEPP funds do not exceed fifty percent (50%) of the total cost of the supported project. The total documentation submitted must equal at least twice the amount of the invoice.
Project Report <i>Required of AEPP grantees receiving over \$3,000.</i>	The Project Report is available on Supervisor Don Knabe's Web site.

QUESTIONS

Please direct all questions to AEPP@bos.lacounty.gov.