SUPERVISOR DON KNABE, FOURTH DISTRICT
ARTS EDUCATION PARTNERSHIP PROGRAM
2016-17 Guidelines and Instructions

DEADLINES

All applications and required supplemental materials must be submitted via the online grant system no later than **11:00 p.m. on December 9, 2015.**

Applicants are required to submit applications and support materials via the online grant system at http://lacounty.culturegrants.org/

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. Nonprofit organizations, city agencies, individual schools and school districts are encouraged to apply for AEPP funds.

ARTS EDUCATION PARTNERSHIP PROGRAM GUIDELINES

WHO MAY APPLY
- Nonprofit organizations located and operating within the Fourth District
- Nonprofit 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

CALENDAR + TIMELINE

Arts Education Partnership Programs applications are accepted annually.

Guidelines, Application Available	October 28, 2015
Workshop Offered	November 17, 2015
Application Deadlines	December 9, 2015
Staff Review	December 2015
Panel Review	January 25-29, 2016
Supervisor Knabe Review	May 2016
Award Notifications Sent	June 2016
Grant Period	July 1, 2016 – June 30, 2017

ACCESSING THE ONLINE GRANT APPLICATION

Applicants are required to submit applications, artistic documentation and support materials via the online grant system at http://lacounty.culturegrants.org/. We strongly recommend submitting your application no later than 5 days prior to the deadline to give yourself ample time to troubleshoot and resolve any problems that you might encounter.

PROJECT SUPPORT

The Arts Education Partnership Program will provide project support funding for the period of **July 1, 2016 – June 30, 2017** 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)
- Trusts or endowment funds
- Expenses incurred before contract starting date
- Expenses incurred after contract end date
- Projects occurring outside the Fourth District

GRANT 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 organization's 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 organization's cash revenue is less than $20,000, the organization should multiply that year's revenue by 50% to calculate the 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

AWARD AMOUNTS

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

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 schools or districts goals for arts education.

High quality supplemental materials will demonstrate the following:
- A curriculum sample that demonstrates sequential units of instruction, provide participatory artistic experiences and include student assessments
- Connections to the Visual and Performing Arts Content Standards for California Public Schools

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

Quality of Project (50 points)
- Quality of project objectives - clear, responsive to community, educationally sound
- Quality of lesson plans or study guides - achievable, organized and will it drive the achievement of the stated objectives.
- Quality of project plan - VAPA centered with best practices in the assessment.

Project Capacity (25 points)
- Ability and knowledge to effectively implement the project, including experience in K-12 arts education, staff experience and organizational history.
- Quality of the evaluation plan.

Fiscal Responsibility (25 points)
- Source(s) of matching funds are clearly named.

APPLICATION ASSISTANCE AND VAPA STANDARDS WORKSHOP

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

RSVP ONLINE

Tuesday, November 17, 2015, 10:00 a.m. – 12:30 p.m.
Los Angeles County Arts Commission
1055 Wilshire Blvd., Suite 800
Los Angeles, CA 90017

Part I: Using the Online Grants Portal Application Workshop
This session will provide an overview of how to access the online application and best practices.

Part II: Introduction to Arts Education Curriculum Development
Learn how to develop a strong curriculum sample by integrating VAPA standards and best practices.

APPLICATION INSTRUCTIONS

Applications are available through the online system.

A. APPLICANT INFORMATION

Organizational information.

B. PROPOSED PROJECT OVERVIEW

Questions (1 - 6) Enter information as requested. This information provides a general overview of the project proposal for the panelists.

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

Question (2) Select the primary artistic discipline for the proposed project. If one or more artistic disciplines will be included, please select more than one answer.

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

Question (4) Grant requests should not exceed $10,000 or 50% of the organization's cash revenue listed in the previous question.

Question (5) Indicate if this project is taking place in-school (e.g. a classroom of K-12 students) or in the out-of-school setting (e.g. a community center). Indicate whether this is a new or existing project.

Question (6) List the locations and addresses at which the arts instruction will take place.

C. PROJECT NARRATIVE

Questions (1-8) Enter information as requested. The information provided in this section will be used to evaluate the application. <u>All questions have character limits that are clearly labeled in the application.</u>

Question (1) <u>Mission</u> - 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) <u>History</u> - 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) <u>Project</u> - 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 or district policies and plans, visit their websites or search *Arts for All's* Models and Materials directory at http://models.lacountyartsforall.org.

Question (4) <u>Audience</u> - 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) <u>Strategies and timelines</u> - Clearly indicate how the project objectives will be met. Include dates for all applicable details regarding project development and implementation.

Question (6) <u>VAPA Standards </u>- Briefly describe how your arts education programs and/or

proposed project meet the Visual and Performing Arts Content Standards for California Public Schools. Cite the specific standard numbers, grade level and descriptions you plan to address based on the age you propose to serve. Describe in specific terms how the curriculum and instruction of the program aligns to each standard you reference. *The California State Curriculum Standards are available at:* *http://www.cde.ca.gov/be/st/ss/documents/vpastandards.pdf*

Question (7) List the evaluation tools that will be used to determine if project objectives have been met. Evaluation tools include, but are not limited to, evaluation plans or data collection tools such as rubrics or survey questions. List how each tool has been utilized in the past.

Question (8) 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:
- Arts organization(s) that will play a key role in assisting the applicant with the development or implementation of the project
- School district staff or liaisons who will oversee the implementation of the project
- Other people instrumental in the planning and 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, 2016 – June 30, 2017. 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

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) Indicate sources of matching funds and indicate if funds are received or awaiting funding confirmation.

F. SUPPLEMENTAL MATERIAL

The materials provided in this section will be used to evaluate the application.

1. Curriculum Sample
Attach a sample of the curriculum materials that reflects the full scope of proposed project or program. Acceptable curriculum materials will reflect the full scope of your program and may include curriculum overviews, lesson plans, teacher guides and/or student study guides. Regardless of the format, the sample must address connections to the Visual and Performing Arts Content Standards for California Public Schools. **Curriculum samples can be no more than 6 pages.**

2. Digital Images
As part of your AEPP application, we ask that you submit three high quality images which best showcase your organization's mission, programming and/or AEPP related projects. These images will be displayed in the panel meetings and may be used for the Fourth District and/or Arts Commission's website and/or promotional materials. Images must be at least 300 dpi (dots/pixels per inch) and saved in JPEG format.

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. Supplemental materials must be submitted electronically. Acceptable formats include Word, PDF, JPEG, and TIFF.

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 the online grant system no later than **11:00 p.m. on December 9, 2015.**

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 the office of Supervisor Knabe for final approval. Organizations will receive award notifications in the summer of 2016.

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:

Invoicing and Reporting: Organizations receiving grants are now required to submit an invoice and report using the **online grants system**.

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

Invoice- Include basic information about your organization, including the AEPP contract number and award amount.

Project Report- Answer questions evaluating the success of your project. Questions will ask you to share project impacts and challenges.

Proof of Expenses- 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**. A Proof of Expenses table and is included in the online report and must be certified by an authorized official.

Proof of Recognition- Attach **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.

Questions? Contact us at AEPP@bos.lacounty.gov

COUNTY RESOURCES TO SUPPORT AEPP APPLICATIONS

Arts for All

Arts for All is the Los Angeles County arts education initiative dedicated to making the arts core in K-12 public education. Established in 2002 by the Los Angeles County Board of Supervisors as a partnership between the County's Arts Commission and Office of Education, *Arts for All* supports and connects school districts and arts organizations working to advance quality arts education for the County's 1.6 million public school students. Currently, *Arts for All* fosters the implementation of arts instruction in 62 of the 81 Los Angeles County school districts as well as three charter school networks through policy development, strategic planning, and grants to improve teaching and learning, advocacy, research and partnership building among stakeholders.

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. Sixty-two school districts are currently participating, including ABC, East Whittier City, Hacienda/La Puente, Hermosa Beach City, Little Lake City, Los Angeles Unified School District, Los Nietos, Manhattan Beach, Norwalk-La Mirada, Palos Verdes Peninsula, Paramount, Redondo Beach, Rowland, South Whittier, Walnut Valley, 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 artsforall@arts.lacounty.gov.

Visit www.lacountyartsforall.org to learn more.