

## FY20 ARTS LEARNING GRANT

GRANT DEADLINE: FRIDAY, MARCH 22, 2019, 5:00 P.M. | REQUEST RANGE: \$2,000-\$7,000

You are responsible for being familiar with the information contained in these guidelines; please read the entire document.

The mission of the arts education program is to foster lifelong learning in the arts through improving access to the creative process as well as deepening artistic knowledge and skills. Arts Learning Grants provide funding for interactive and comprehensive arts education-based projects in which a qualified teaching artist(s) works with a school, a specific community population, or an organization. Arts learning projects may be for children, youth, or adults. **The proposed project must include hands-on instruction and creation of original work by learners under the direction of a qualified teaching artist(s).** Arts learning projects may be thematic and focus on a particular core area such as math, science, language arts, or social studies through dance, theatre, music, storytelling, film/video, visual arts, and creative writing. The most successful applications will clearly describe the learning objectives of the project. Please be aware that this is a competitive grant, and not all projects will be funded. Projects may receive partial funding. Exceptional projects may receive full funding. **Grant funds must be used between July 1, 2019 and June 30, 2020.**

### Examples of projects include:

- Professional development workshop for K-12 teachers in a specific artistic discipline
- In-depth in-school projects/residencies for K-12 students
- Arts learning opportunities in community centers, including those serving adults and seniors
- Creation of public artwork where a community population works with a teaching artist to create an installation.
  - This funding can pay for the professional cost of the teaching artists' time and up to \$800 (\$400 maximum for arts materials/consumables and \$400 maximum for equipment directly associated with the project)
- Cross-cultural project with folk or traditional artists
- Masterclass for an identified community, group, or population
- After-school or summer camps that provide *extended* contact time with teaching artists to create new work

\*THIS LIST IS NOT COMPREHENSIVE. PLEASE CONTACT THE ARTS EDUCATION MANAGER, 801.236.7557, WITH SPECIFIC QUESTIONS REGARDING YOUR PROPOSAL.

## WHO CAN APPLY?

- Public, private, charter, and alternative schools; colleges and universities (must be accredited institutions)
  - New charter and private schools may not apply for more than \$2,000 until they have been functioning as an academic institution for three years. Funds may never be requested for any part-time or full-time staff positions.
- 501(c)(3) nonprofit organizations or government agencies
  - Social service agencies, shelters, hospitals, correctional facilities, juvenile facilities
- Community centers, local arts agencies and municipalities
- **New this year:** UA&M will fund no more than two residencies using the same professional artist or artistic company. The goal is to provide both diversity of artistry and manage allocation of public funds equitably.

**All applications must be created and submitted online at [uamgrants.utah.gov](http://uamgrants.utah.gov) by Friday, March 22, 2019 at 5:00 p.m. MST**

## QUESTIONS ABOUT THE GRANT?

Jean Tokuda Irwin, Arts Education Manager · [jjirwin@utah.gov](mailto:jjirwin@utah.gov) · 801.236.7557  
Laurel Cannon Alder, Grants Manager · [lalder@utah.gov](mailto:lalder@utah.gov) · 801.236.7550  
Racquel Cornali, Grants Coordinator · [rcornali@utah.gov](mailto:rcornali@utah.gov) · 801.236.7541

## GRANT WRITING BEST PRACTICES

- Read the guidelines before you begin
- Start early—at least two weeks before the deadline to ensure you have fulfilled all requirements.
- Have a person who is unfamiliar with your school or organization read your application prior to submission and give you feedback. Think about writing for an audience who does not know what you do.
- Ensure the budget supports the narrative in fact and values.
- Please call if you have questions that are not answered in these guidelines.

## WHAT WE FUND

**ALL applications must include hands-on engagement in an art form with a qualified artist(s)**

- Community-based projects led by a professional artist
- Projects that focus on national and state standards-based arts learning objectives (for K-12 populations)
- Site-based professional development for a group of classroom teachers taught by professional artists
- Teaching artist fee(s)
- Artist travel costs directly related to the project
- Partial costs of installation of work (e.g. mural, glass wall, art walkways, etc.) for final presentation of this arts learning project (see budget restriction for max. request amount)
- Creation of a new work made by learners working directly with a teaching artist
- Interdisciplinary projects that integrate the arts with social justice, STEM, language arts, or cross-cultural awareness
- Limited instructional **supplies**, materials, and consumables may be included in the budget **if they are necessary for the implementation of the project** for costumes, scenery, etc.

## WHAT WE **DO NOT** FUND

- Individual artist projects, including commissions, stipends for creation of artwork, or professional development for artists
- Student transportation or other resources for field trips or individual travel (no busing costs)
- Beverly Taylor Sorenson Arts Learning Program (BTSALP) projects in the same discipline. Funding may not be used as match for BTSALP specialist**
- Tickets to performances
- Scholarships or awards
- Tuition at colleges or universities
- Registration fees or travel costs to attend a class/course
- Musical instrument purchase or repair
- Fundraising expenses
- Capital expenditures, including purchase of technology/equipment, scenery/lighting/audio, exhibition furniture
- Rights/royalties
- Hospitality/refreshments
- Employment of full-time artist, or staff position at a school or community center
- Commercial art programs such as "Meet the Masters" or associated art consumables

## APPLICATION REVIEW QUESTIONS

All applications must be submitted online through the grant application portal. If you do not currently have access to the portal, it can take up to two days to receive a portal account. If there has been a change in staff at your organization, please contact us so we can set up the correct account for access to our portal.

Eligible applications will be reviewed by a panel of community professionals. The panel will evaluate each application based on questions as outlined below. Allocations will be approved by the Utah Arts Council Board.

Grants made by the Utah Division of Arts and Museums encourage arts, museum, and cultural experiences in communities state-wide and for all the citizens of Utah who contribute to the revenue of the state through taxes. Grants are intended to benefit schools, arts organizations and museums, but also provide Utah residents with opportunities to participate in cultural activities. Grant panels work diligently to evaluate grants based on artistic and educational merit, sound fiscal management, and ability to reach a broad community.

### GENERAL INFORMATION (not scored)

- Contact Information
- Federal Tax ID# or EIN
- DUNS Number
- Charitable Solicitations Permit
- Mission (for organizations only)

### **ARTISTIC & EDUCATIONAL EXCELLENCE (60%):**

WHAT WE ASK	WHAT WE ARE LOOKING FOR
Please provide a brief overview of your project.	In a few sentences, tell us about the project—what will take place and who will be involved. Summarize in 3-4 sentences. (up to 800 characters)
Describe the project details, including arts learning goals, plans for frequency of interactions with artist, duration and time frame of project, and scope of project. Schools include Utah Fine Arts Core Curriculum Alignment.	Remember that the purpose of this grant is to create an opportunity for an extended, in-depth interaction between an identified population and a professional teaching artist or artists. This is your opportunity to outline the full scope of the project. An important

	<p>element to include in this description is who the “learners” will be -- describe who will be served by this funding and include all the important details that you would like to have the panel reviewers consider. Describe the goals, depth, duration, and intensity of the project. If you are working with K-12 students, a strong application will relate this answer to the <a href="#">Fine Arts Core Outcomes</a>.</p> <p><b>Schools/school districts:</b> Please explain your project from the perspective of the fine arts standards-based outcomes and how you will assess the impact on the students’ learning.</p> <p><b>Community organizations:</b> Please describe what learning outcomes you anticipate the participants will achieve as well as how you will assess the achievement.</p> <p>(up to 2,500 characters)</p>
<p>Is the artist/artistic company of choice on the Utah Arts Education Roster or other state arts agency’s approved teaching roster?</p>	<p>This is a “Yes” or “No” question. All artists must be on the UA&amp;M approved artist roster, on the roster of another state arts agency, or approved for this grant request by the Arts Education office (see next question).</p> <p><b>New this year:</b> UA&amp;M will fund no more than two residencies using the same professional artist or artistic company. The goal is to provide both diversity of artistry and manage allocation of public funds equitably.</p>
<p>Upload representative artistic and educational materials for any artist who is not on the Arts Education Roster.</p>	<p>Any artist who is funded by this grant must be qualified as a professional teaching artist. If the artist is not on either the UA&amp;M or other state arts agency roster, you must provide adequate proof of the artist’s artistic and educational merit. As a guide for the type of materials we require, please see <a href="#">application for the UA&amp;M artist roster</a>. You must provide a minimum of three examples, such as résumé, bio, artist statement, photos from</p>

	previous projects, etc.
Who is the professional teaching artist? Why did you choose this particular artist?	Describe why you chose to work with this particular artist. (Up to 1,000 characters)
Please upload a signed artist agreement for the project.	We want to ensure that the teaching artist agrees with and understands the project. The artist agreement can be uploaded as an email correspondence or a scanned letter from the artist. The correspondence should indicate that the artist participated in the planning process, committed to the project, and agreed to the time frame and proposed budget. (You may refer to the budget form to see details about acceptable standardized fees)
You may provide additional attachments that will further inform the panel reviewers about your project and/or artist, i.e., photos, video clips of past student work, letters of support, past programs, newsletters, and press releases. (limit 3 total)	If you have done Arts Learning projects in the past, or if you have staff support for these types of projects, you can upload those materials to this question. This is not required, but support materials can help make a stronger case for your project.

### ACCESS & COMMUNITY INVOLVEMENT (25%):

WHAT WE ASK	WHAT WE ARE LOOKING FOR
Describe the potential participants and why they were selected as the target audience.	<p><b>School/school districts:</b> Define the target population, such as: 4<sup>th</sup> grade; Title I; Title VI; special needs; ELL; discipline-specific classes such as language arts, math, science, social studies; faculty; parents; etc.</p> <p><b>Community organizations:</b> Define the target community group for this project. (up to 1,500 characters)</p>
Do learners pay a fee to participate?	If yes, please explain the cost to participate and any fee waivers, scholarships, or variations in the fee structure. (Up to 500 characters)
Please outline your plans for providing a public component as part of this project.	Arts Learning Grants should include a public performance, gallery stroll, or other

	opportunity for the general public to view the art experience. (up to 1,000 characters)
Describe how your project or organization engages with underserved populations whose access to arts experiences is limited (e.g., by geography, language barriers, economics, etc.).	The panel will be looking for answers that show your organization/school is committed to engaging with various populations and audiences. This could include providing direct services, increased outreach, or including diverse populations in the planning stages of your programming for underserved populations. (up to 1,500 characters)
Does your project comply with the ADA and <a href="#">Section 504 accessibility requirements</a> (accommodations for people with physical and cognitive disabilities)?	This is a "Yes" or "No" question. Please click the link to read more about the requirement and whether your project complies.
How does your organization help people with physical or cognitive disabilities have more meaningful access to your programming?	<b>School/school districts:</b> To what degree do you give special consideration to specific needs of the learner beyond standard ADA compliance? <b>Community Organizations:</b> Think beyond ADA compliance. How do you include constituents who are differently-abled in planning, implementing, and evaluating your project? What else do you do? For example, do you provide special equipment for arts learners, teaching aides, or ASL services? (up to 1,500 characters)

### SOUND MANAGEMENT (15%):

WHAT WE ASK	WHAT WE ARE LOOKING FOR
Describe the role and responsibilities of the personnel who will lead and implement this project.	What are the roles and responsibilities of the leader and key personnel involved in the project? Provide a clear description of key individuals by organizational role (e.g. school secretary, classroom teacher, etc.) who you anticipate will participate and how they will engage in this project. (up to 500 characters)
Upload the correct Arts Learning Grant	Budget forms can be <a href="#">found here</a> . Please note

<p>Budget Form.</p> <p>NOTES:</p> <p>Please use the correct budget form. Schools should use the <b>school budget form</b> and organizations should use the <b>organization budget form</b>.</p> <p>Do not request travel expenses for an artist who lives within 50 miles of the project.</p> <p>Do not exceed limits for materials (\$400) or equipment (\$400).</p> <p>If you receive less than full funding, you will be asked to submit a revised budget plan.</p>	<p>that this link will take you to the project grants. Please choose the appropriate budget form; there is one for schools and one for community organizations. The budget forms are Excel documents that contain several tabs. The first tab has instructions, the second tab has the master budget, and subsequent tabs are to be used for each artist’s fees. Download the Excel document, complete the appropriate budget tabs and upload the document to your application. Keep an electronic copy of your budget for the final report; it will need to be updated with actual numbers and resubmitted. If you need information about state travel approved rates, click <a href="#">here</a>.</p>
--	---

**SCHOOL/DISTRICT INFORMATIONAL QUESTIONS (NOT SCORED):**

WHAT WE ASK	WHAT WE ARE LOOKING FOR
School general information questions	
If you are writing this grant on behalf of a school/district, please check the box below to affirm that the principal, superintendent, or district arts coordinator supports this grant.	This is a “Yes” or “No” question.
School District	What is the name of your school district?
State School Board Representative’s name	Please write the name of your school board representative. You can find the name <a href="#">here</a> .
Does your school or school district Community Council/Improvement Plan include the arts?	This is a “Yes” or “No” question.
Please affirm that the principal, superintendent, or district arts coordinator supports this grant by checking yes.	It is important that the leadership in your school has been notified about the proposed project and that they are in support of it.
Name, title, phone number, and email address of the teacher who will be overseeing	Who is on-site at the school who will be overseeing the project?



this grant.	
<p>Choose the professional development opportunities that your school has participated in within the past two years. Select all that apply in Part 1 and Part 2.</p>	<p>Utah Arts Education Association Conferences  Utah Music Educators Association Conference  Utah Dance Education Organization Conferences  Utah Theatre Association Conference  Utah Teachers of Art History  Utah Orff-Schulwerk Association  UA&amp;M Mountain West Arts Conference  UA&amp;M Arts Education/Folk Arts Program  POPS  Art Access  Beverley Taylor Sorensen Arts Learning Program workshops and university partnerships  Utah Festival Opera  Utah Symphony   Utah Opera  Utah Shakespeare Festival  Timpanogos Storytelling Institute  Utah Arts Festival  Ballet West  Tanner Dance  daCi  Ririe-Woodbury Dance Company  Repertory Dance Theatre  SHIFT  Springville Museum of Art/Evenings for Educators  ArtsExpress/BYU  ArtsFusion/SUU  BYU Arts Partnership (CITES)  BYU Museum of Art  Braithwaite Gallery/SUU  Woodbury Gallery/UVU  Utah Presents/U of U (Kingsbury Hall)  Utah Museum of Fine Arts  Utah Marriott Library Book Arts Program  Nora Eccles Harrison Museum of Art/USU</p>

	Weber State University Arts Learning Collaborative School district-sponsored professional development workshops in all artistic disciplines
--	--

## REVIEW PROCESS

A panel of peers will review and score the applications based on the criteria in the guidelines. The process is overseen by staff and a board member. Grant awards depend on the amount of funding requested, how the applicant scores in the review process (with attention paid to regional, rural, and state-wide distribution of state funds), and the total amount of funding available. The Utah Arts Council Board of Directors reviews and approves final funding recommendations. Following board review, applicants will be notified via email. Funds will not be available until after August 1, 2019.

### GRANT TIMELINE

- Grant Opens: Friday, February 1, 2019
  - Grant Closes: Friday, March 22, 2019 at 5:00 p.m. (MST)
  - Panel Review: Spring 2019
  - Funding Notification: **After July 1, 2019.**
- (We request contact information from the grant applicant for **an email address that will be checked in the summer** when our funding notifications will be sent.)

Payment Disbursed: Following completion of the final report, a contract will be issued and payment will be disbursed. The Arts Education Office will provide a detailed grantee handbook with additional information if you receive this grant. We will provide an online orientation for new grantees.

## WHAT IF MY ORGANIZATION RECEIVES A GRANT?

**As a grantee, you will need to ensure you do the following:**

1. Give credit to the Utah Division of Arts & Museums (UA&M) and the National Endowment for the Arts (NEA) on all publicity (online or print). Please use the most current logos, which can be found [here](#). For example: *“This project is made possible, in part, by a grant from the Utah Division of Arts & Museums and the National Endowment for the Arts.”*

2. Ensure all grant funds are spent before June 30, 2020.
3. Write a letter of appreciation to your local legislators thanking them for the grant funding, and keep a copy to submit with your final report.
4. Grantees are also encouraged to participate in Arts Day on the Hill—February 21, 2019 and February 12, 2020.
5. Complete a final report form online at [uamgrants.utah.gov](http://uamgrants.utah.gov) when your project is completed. You must complete the final report in order to receive payment.
  - a. Include a copy of your legislative thank-you letters.
  - b. Include an updated copy of your budget with actual numbers.
  - c. Include the [Artist report form](#) from your professional artist.
6. Unless otherwise indicated, UA&M may use submitted text and images in reports and publications. **Please take high resolution photos** and be prepared to provide photo credit information.
7. Organizations must list their organization name and event information on [NowPlayingUtah.com](http://NowPlayingUtah.com). Schools are not required to list information on Now Playing Utah.

## ELIGIBILITY POLICIES

- Organizations may only receive **one** Utah Arts & Museums grant per fiscal year.
- Utah restricts its funding to organizations based in and **primarily serving the residents of Utah**.
- **Grants require a 1:1 match.**
  - Community organizations must match the funds with **cash** related to the project (this can include raised funds, earned income, or program dollars specifically related to this project).
  - K-12 schools can provide the match through in-kind goods and services (do not include use of grantees school space as a match). Matching funds must be associated directly with the project and provided by the school/school district, PTA, PTO, business partners, organization, etc.
  - There are two budget forms. **Choose the correct form for a community organization or a school.**
- Applicants must adhere to the following **funding structure**:
  - Artist (artistic company) salary at \$30 per hour (minimum).
  - Artist (artistic company) preparation time fee of \$25 per hour for a maximum of 10 hours.
  - Artist (artistic company) travel, lodging, and per diem based upon State of Utah

- rates. For State of Utah rates visit the [state per diem page](#).
  - Limited instructional supplies, materials, and equipment if they are necessary for the implementation of the project (maximum of \$400 for supplies/materials and \$400 for equipment directly related to project).
  - If unsure, call 801.236.7557 or email Jean Tokuda Irwin at [jirwin@utah.gov](mailto:jirwin@utah.gov).
- **Applicants MUST use an approved artist.** Approved artists need to be included on the Utah Division of Arts & Museums [Teaching Artist Roster](#) or on the teaching artist roster of another state arts agency. Artists who are not on the UA&M Teaching Artist Roster must be approved for artistic/educational excellence *prior* to submission of this application. For information on how to access other rosters, call 801.236.7557. To apply for the Teaching Artist Roster, click [HERE](#).
  - If you are using an artist who is not on the roster, you must submit proof of educational and artistic merit, and explain how he or she is qualified to work with the specific community, population, or group for which you are applying.
- Applicants must have a current copy of their **Charitable Solicitations Permit (CSP)** unless otherwise exempt. Public schools that are government entities are exempt from the Charitable Solicitation Requirements.
- All organizations applying for grants must have a **DUNS number**. For more information on applying for a DUNS number, click [HERE](#).
- Indirect costs for facilities, administration, or other overhead are restricted to the federally-negotiated indirect cost rate or the *de minimis* cost rate, not to exceed 10%.
- Utah Arts & Museums funds must be spent between **July 1, 2019 and June 30, 2020 (FY20)**.
- **Final Report:** Final reports are due following the completion of your project and no later than August 1. If your organization fails to file a final report to the division, the following year, the organization will be considered ineligible for funding for one year. Delinquent final reports must be filed in order to be considered eligible again.

Universities, colleges, and educational institutions are subject to the following restrictions:

- Programming for which grant funding is sought must be open to the general public and easily accessible. The public (meaning those outside the institution) must compose a significant percentage of those involved in or served by the activities.
- Academic awards and/or work, including fellowships, scholarships, or tuition fees for student work, are not allowed.
- Events and services funded by the grant must be supplementary to regular curriculum. Grant funds cannot be used to support projects involving classes or workshops for which college credit is given.

- Grant funds may not be used to replace funds normally allocated for specific arts projects.
- Institutions are limited to no more than one grant to the same academic department in any given fiscal year.
- **Legislative Pass-Through/Direct Line-Item Funding.** The following criteria apply to organizations receiving pass-through or direct line-item funding (also known as legislative appropriations) when said appropriation is managed by the Utah Department of Heritage and Arts.
  - Organizations that receive ongoing legislative pass-through funding for operating support are not eligible for UA&M grant funding.
  - POPS, iSEE, and State Museum Funding are not considered pass-through funding that is a duplication of funding by UA&M grants.
  - Organizations that receive one-time legislative pass-through funding for operating expenses may not receive UA&M funding in the same year they receive legislative pass-through.
  - Grant requests from organizations that receive one-time pass-through funding for a specific project may be subject to review for eligibility by the Executive Committee of the Utah Arts Council or Office of Museum Services Board. Funds allocated by line-item pass-through from the legislature and UA&M competitive grants shall not be for similar activities.
  - Organizations that receive a pass-through allocation from a department other than Heritage and Arts may be subject to review by the Executive Committee of the Utah Arts Council or Office of Museum Services Board if the activities seem similar to a grant application in the same year as the allocation.
  - Organizations that receive pass-through funding for capital projects are eligible for UA&M funding.

**For questions, any questions, the UA&M staff is happy to help!**

Jean Tokuda Irwin, Arts Education Manager · [jirwin@utah.gov](mailto:jirwin@utah.gov) · 801.236.7557  
 Laurel Cannon Alder, Grants Manager · [lalder@utah.gov](mailto:lalder@utah.gov) · 801.236.7550  
 Racquel Cornali, Grants Coordinator · [rcornali@utah.gov](mailto:rcornali@utah.gov) · 801.236.7541