



## **ARTISTS IN SCHOOLS**

### **Program Guidelines 2013-2014**

### **Application Postmark Deadline**

**Friday, March 8, 2013**

Contact: Wayne Cook ([wcook@cac.ca.gov](mailto:wcook@cac.ca.gov)) Phone (916) 322-6344

**Please Note: If after reading the guidelines you are not certain that your project is appropriate to the Artists in Schools Program, consult CAC program staff before you prepare a proposal.**

The California Arts Council (CAC) has promoted arts education since 1976 through its support of in-school arts programs that engage community arts resources, such as highly skilled artists and professional arts organizations.

The intent of the program is to integrate community arts resources—artists and professional art organizations—into a comprehensive, standards-based program that underscores the critical role that the arts play in shaping a student’s overall well-being and academic achievement. It is not the intent of this program to supplant teachers or arts programs, but rather to augment and integrate community arts resources into a comprehensive, standards-based arts program K-12.

Residencies should enable students to understand specific art forms and to develop their creativity through in-school or after-school programs. All projects should consist of hands-on participation and must include the California Visual and Performing Arts Content Standards of Aesthetic Perception, Creative Expression, Historical/Cultural Context, Aesthetic Valuing and Connections. (For more information about the Standards refer to <http://www.cde.ca.gov/ci/vp/>). Each residency must be locally designed and developed in partnership between an arts organization and school(s). All residencies require matching funds.

## **PROGRAM OBJECTIVES**

- To develop partnerships between schools and local arts organizations
- To use existing community arts resources

- To maximize available funding sources for the arts
- To develop the artistic abilities and creativity of students
- To serve diverse school communities throughout the state
- To promote learning and problem-solving through the arts
- To expand professional artists' participation in society

## WHAT WE DO NOT FUND

- Projects that charge students for residency activities
- Residencies where the primary activity is any of the following:
  - Artist performances, tours or exhibits**
  - Artist fellowships or individual artistic projects**
  - Staffing functions of arts organizations**
  - Technical assistance to organizations or artist groups**
  - Art therapy**
  - Job training**

## PROGRAM CATEGORIES

**Applicant organization can only apply in one of the two following categories.**

### 1) IN SCHOOL PARTNERSHIPS:

Creating and sustaining projects taking place in public or private nonprofit schools, during regular school hours. Specialized schools, court or continuation schools or schools focusing on students with disabilities are also eligible. A one-to-one dollar match is required.

### 2) AFTER-SCHOOL PROGRAMS:

Projects taking place on school campuses, reinforcing, expanding and deepening the arts learning for students. A one-to-one dollar match is required. (Example: During the school day students are taught acting techniques and stage directions. The reinforced, expanded and deepening activity after school may utilize those learned skills to perform a scene or a play.) A one –to-one dollar match is required.

## ELIGIBILITY

- All disciplines are eligible.
- The arts organization must have been engaged in programming for a minimum of three years at the time of application.
- The arts organization and school must be in California.

- Artists working with the applicant arts organization must show professional experience of at least **3 years** in the artistic discipline to be taught; must be residents of California; and may not be full-time students in a degree program.
- **AN ARTIST MAY BE PART OF ONLY ONE APPLICATION TO THE ARTISTS IN SCHOOLS PROGRAM IN ANY ONE YEAR.**
- The arts organization must be a nonprofit arts organization, and must demonstrate proof of nonprofit status under section 501(c)(3) of the Internal Revenue Code, or section 23701d of the California Revenue and Taxation Code, or must be a unit of government.
- If the arts organization does not have nonprofit status, but meets all other requirements, it may use another arts organization with nonprofit status as the fiscal receiver. The fiscal receiver will meet all fiscal and administrative obligations for the grant.
  - Fiscal receivers must meet the same eligibility requirements listed above for an arts organization applying to the Artists in Schools program. Both the arts organization and its fiscal receiver must have similar organizational goals.
- Both the arts organization and school(s) must comply with the following: the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug Free Workplace Act of 1988; California Government Code Sections 11135-11139.5 (barring discrimination based on race, color, national origin, sex, age, and disability); the Americans With Disabilities Act of 1990 (“ADA”); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.
- Both arts organization and school(s) must comply with the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulations, and pay professional performers, artists, and other personnel at a compensation level for persons similarly employed elsewhere.

## **FUNDING**

CAC funding can be matched by the arts organization or jointly by the arts organization and school. Projects that reflect matching funds from both the arts organization and school(s) will be more competitive in the panel process.

**In order to spread our limited grant dollars, we have the following restrictions in this category: Except for organizations that receive AIS Planning Grants, if you apply to both Creating Public Value (CPV) and Artists in Schools (AIS) programs and are recommended for funding, you may have to choose between CPV or AIS. Please contact the program administrator for more information.**

## **OVERALL REQUIREMENTS**

- Include one or more artists of the same or different disciplines who conduct activities at a minimum of one, to a maximum four schools.
- Engage students in a broad range of arts activities, all of which must be unified by a single philosophy, vision, purpose or theme.
- Each student or a core group of students must receive a minimum of 12 weeks to a maximum of 32 weeks in FY 2013-2014 (October 1, 2013 thru June 30, 2014).
- Instruction must be free of charge to students.
- Include a project coordinator from the arts organization and a school site coordinator from each participating school. Residency projects are collaborations between arts organizations and school(s), with shared responsibility for project planning and implementation.
- Include professional fees for artists: fees must be comparable to others employed in the same field.
- Submit only one application per funding cycle.
- Neither the arts coordinator nor the school site coordinator may serve as an artist in the residency.
- State funds cannot be used for hospitality, purchase of equipment, out of state travel.

## **DUTIES AND RESPONSIBILITIES**

### **Arts Organization Coordinator must:**

- Develop a specific plan for space, time, equipment and participation with artists and school staff.
- Introduce the artists and the residency objectives to school staff.
- Act as facilitator and liaison between the arts organization, school(s), artists, and the CAC.
- Comply with CAC reporting requirements.

### **School Site Coordinator assures that the school provides:**

- All supplies, materials and equipment necessary for the residency.
- Appropriate space for the residency.
- Students.

### **Joint Responsibilities must include:**

- Providing on-going assistance to the artists and teachers.
- Publicizing the residency to parents, school administration, county superintendents of education and local governmental officials.

### **Length of Residency:**

- In a regular school year, the length of residency ranges from 12 weeks to 32 weeks.

### **REQUEST AMOUNT AND MATCH**

Residency project awards up to \$12,000 depending on the length, number of artists, matching ability and/or the objectives of the residency.

- Projects require a dollar- for-dollar match, that is, one dollar of CAC funds matched by one dollar of non-state funds.
- A minimum of **75 percent** of project funds (**of both CAC request and match**) must be used to pay artists for residency activities.
- Up to 25 percent of project funds may be used for other project costs.

### **REVIEW CRITERIA FOR IN SCHOOL AND AFTER- SCHOOL APPLICATIONS (K-12)**

#### **Artistic Quality**

- Work samples of artist(s) from the organization.
- Work samples of students (**required for returning grantees**)
- Experience of each artist (a **bio or resume for each participating artist**).

#### **Strength of the Residency**

- Project Budget
- Project Narrative
- Relationship to VAPA Standards
- Project Design
- School Commitment (**letter of COMMITMENT from school**)

#### **Impact of the Residency**

- Evaluation plan
- Anticipated project impact on students, school, arts organization

## Fiscal and Managerial

- Organizational capacity (3-year overview)
- California Data Project

## HOW APPLICATIONS ARE EVALUATED

A volunteer panel of artists, arts administrators and educators reviews all Artists in Schools applications. Recommendations of the peer review panel are submitted to the California Arts Council for final approval.

*Incomplete applications will not be accepted.*

*Non-requested materials will not be reviewed.*

## Postmark Deadline is Friday, March 8, 2013

### TIMELINE:

Application Postmark Deadline	Panel Meeting	Award Notification	Earliest Start Date	Latest End Date
<b>March 8, 2013</b>	<b>Spring 2013</b>	<b>Early June 2013</b>	<b>October 1 2013</b>	<b>June 30 2014</b>

### APPLICATION

The application is completed online. See this link.

<http://cac.culturegrants.org/>

### Staff Assistance

CAC staff members are available on a limited basis to offer guidance and clarification as you prepare your application. Be sure to contact staff ahead of the deadline to ensure that your question can be answered Contact:

**Wayne Cook, Arts Program Specialist**  
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