

ARTS IN EDUCATION MINI-GRANT PROGRAM

Bringing the arts into schools and youth programs can help teach preK-12 students many skills needed to succeed in life! It can help them:

- * better understand core subjects such as reading, writing, math and social studies.
- * learn creative problem-solving and decision-making skills.
- * build self-esteem and self-discipline.
- * build skills in cooperation and group problem-solving.
- * develop the ability to imagine what might be.
- * appreciate, understand and be aware of different cultures and cultural values.

The Arkansas Arts Council's **Arts in Education (AIE) Mini-Grant program** is designed to strengthen the role of arts in education with the understanding that the development of aesthetic awareness and participation in the arts should be an integral part of life and the basic education process. The program is administered by the Arkansas Arts Council.

The AIE Mini-Grant program will provide preK-12 schools and community and governmental organizations/institutions an opportunity to apply for funding to:

- bring quality, professional artists into the preK-12 classroom or into an after school or summer program to present a one to ten-day hands-on, curriculum-based or character-centered artist residency

and/or

- present a teacher's professional development workshop in curriculum-based arts activities either in conjunction with, or instead of an artist residency.

Regular preK-12 classroom teachers, as well as arts specialists, are encouraged to participate in this mini-grant program. Community-based or governmental organizations and institutions that provide facilities and guidance to preK-12 students during non-school hours are also encouraged to participate.

Artists must be selected from the *Arkansas AIE Artist Roster* included as a section in these guidelines or on our web site at www.arkansasarts.org/programs/aie for detailed information.

Residencies

For residencies, artists may be scheduled for up to 4 hours per day at the school or organization site to work with both a target and a peripheral group of students. The target group of students is usually a regular class size and receives the most intensive arts experience. There should be specific outcomes for what this group is to achieve or know by the residency's end. The peripheral group, or majority of students, gains an exposure to the artist and art form through assemblies, demonstrations or short workshops.

Professional Development Workshops

A professional development workshop may be presented in conjunction with the residency program, or it may be presented instead of a residency program. It should be conducted by the artist for the teachers/staff/administrators involved with the program and for others that are interested. The workshop should focus on assisting these groups to increase their comfort level

with integrating the arts into curriculum. This will help ensure long-term benefits from the program. The school or organization and the artist may determine in-service length and content.

Applicants must meet the following eligibility requirements:

1. Be in a school district recognized by the Arkansas Department of Education or have an IRS Letter of Determination qualifying the school/organization or its administrative authority as a nonprofit organization.
2. Provide a teacher (in schools) or organization staff member to be present during the mini-grant program to serve as a co-learner with the students and/or a co-teacher with the artist.
3. Organizations and institutions must be involved in youth programming for a minimum of three years, and must have paid and/or volunteer staff who will devote time and effort to implement the mini-grant program.

Application Process

- Each applicant may apply for a maximum of \$2,000 between October and August using established AIE program rates for artist's fees, travel, meals, lodging and supplies as listed on the application form. Applicants must show a 1:1 match of cash AND/OR in-kind contributions. In-kind contributions include the value of expense items related to the mini-grant program that are donated at no cash expense.
- Mini-grant programs must occur between October 2009 and August 2010. Grants will be awarded on a first-come basis until funds are expended or until August 31, 2010, whichever comes first. *Even though the application deadline is on-going, the Arts Council should receive the mini-grant request at least two (2) weeks before the date of the actual program to allow time for processing. Requests must be submitted and approved for funding before the residency begins.*
- Mini-grant funding is not available for scholarships; tuition for academic study; entertainment expenses; staff or faculty salaries; fundraising expenses; building renovations or capital expenditures for facilities.
- Application materials consist of:
 - 1) the Arts in Education Mini-Grant Program Grant Application/Contract with original signatures. (Applicants and artists should retain a copy of the application/contract for their records.) *A Xerox, fax, or email copy of the application/contract will not be accepted.*
 - **The Employer ID** is your IRS Tax-ID number. Your bookkeeper should be able to find that for you. **The DUNS number** can be located by going to the website for Dun & Bradstreet <http://fedgov.dnb.com/webform/displayHomePage.do> . If you have any problems, contact Teena Woodworth at 501-324-9780 or teena@arkansasheritage.org.
 - 2) a copy of the school's IRS Letter of Determination if not in a school district recognized

by the Arkansas Department of Education **OR** a copy of the organization's 501 (c)(3) IRS Letter of Determination.

Mini-Grant Sequence

- 1) Obtain an application and an AIE artist roster.
- 2) Assess the needs of the students or teachers to determine the artistic discipline required.
- 3) Select an artist from the *AIE Artist Roster*.
- 4) Contact the artist to discuss availability and collaborate in developing and writing the mini-grant proposal.
- 5) Complete the mini-grant application with all signatures and submit to the Arkansas Arts Council at least two (2) weeks prior to the date of the actual program. Requests must be submitted and approved for funding before the residency begins.
- 6) Notify the artist if the application is approved.
- 7) Implement the mini-grant program on scheduled dates.
- 8) Complete and return the Arts Council Invoice and Activity Report Evaluation Form. Have the artist complete the Artist Invoice. (see detailed information below.)
- 9) Receive payment within 2-3 weeks.

Application/Contract Review and Grant Payment

Upon receipt of the application materials, the Arkansas Arts Council will complete the lower portion of the mini-grant application/contract based on staff review and availability of funds. As application/contracts are approved, the school/organization will receive a signed copy along with the AIE Mini-Grant Program Invoice, an Activity Report Evaluation Form, and an Artist Invoice Form. *Payment is made on a reimbursement basis, and it may take up to 2-3 weeks for reimbursement.*

Within 30 days after completion of the mini-grant program:

- **If a school:** complete the AIE Mini-Grant Program Invoice and the Evaluation Form and return to the Arkansas Arts Council. **Send the completed Artist Invoice to your School District Office.** The School District Office must receive the Artist Invoice in order to issue payment to the artist. The Arts Council will reimburse the School District Office once it receives your Mini-Grant Invoice and Evaluation Form.
- **If an organization:** complete the AIE Mini-Grant Program Invoice and the Evaluation Form and return to the Arkansas Arts Council to process for reimbursement. Use the Artist Invoice to process and record payment to the artist.

Invoices and evaluations received more than 30 days after completion of the mini-grant program may not be paid.

Publicity

All publicity, such as newspaper articles, programs, brochures, etc., must acknowledge the support of the Arkansas Arts Council for the activity by using the credit line:

This program is supported, in part, by the Arkansas Arts Council, an agency of the Department of Arkansas Heritage.

Mail to:

**AIE Mini-Grant Program
Arkansas Arts Council
1500 Tower Building
323 Center Street
Little Rock, AR 72201**

An Effective Mini-Grant program:

- is based at the school/organization site and is planned in collaboration with the artist.
- addresses specific learning outcomes and curriculum goals.
- has objectives that are clear and realistic.
- maximizes the expertise, talents and ideas of the artist.
- provides new skills and knowledge in the arts that move the students, teachers, and the school or organization forward.

Key Personnel

1) The teacher or organization staff member:

- works with the artist in developing and scheduling the residency and/or in-service workshop.
- completes and submits the grant application.
- acquaints the artist with the environment of the school/site.
- participates in the residency or workshop and works with the artist to bring the lesson to the students or teachers.
- notifies the Arkansas Arts Council of any changes in the mini-grant program.
- ensures the invoice and evaluation forms are submitted within 30 days of completion.

2) The artist:

- works with the teacher/staff to develop and schedule the mini-grant program
- is professional, well-prepared, and flexible.
- is accessible before and during the program if there are changes or questions.

3) The Arkansas Arts Council AIE Program Manager:

- provides technical assistance in planning and developing the mini-grant proposal.
- provides assistance with any issues that may come up before, during, or after the program.

Tips and Pointers

- In planning the mini-grant program and in writing the application, it is very important to work with the artist to help ensure a successful program.
- Contact artists as early as possible. If the artist is not available at the moment, leave detailed messages. Most planning may take place by telephone or e-mail. Maintain close contact and jot down notes in a log or journal on decisions made and issues needing to be addressed.
- Communication is very important between all parties so that all fees, logistics, schedules and supplies are agreed upon in advance.

- The teacher/staff must be present during the residency portion to maintain a productive working environment, gain experience and reinforce the artist's work. The artist is a guest in the classroom or other site and is not legally responsible for the students/participants.
- Documentation of the program is recommended. Photos, slides, journals, videos, or publicity can record its effectiveness and can serve as a communication tool to generate future support.

The **AIE Artist Roster** included with the mini grant application documents lists the professional artists eligible to plan and conduct arts programs for the Arkansas Art Council's Mini-Grant Program. The information is categorized by arts discipline, and includes the artist's name, areas of expertise, city location, work and/or home telephone numbers and e-mail address (if available). *A more detailed listing of the AIE Artist Roster is available in hard copy or on our web site at www.arkansasarts.org/programs/aie/.*

Contact Cynthia Haas, AIE Program Manager, 501-324-9769 or cynthia@arkansasheritage.org for more information.

The application form, artist roster and guidelines are also available as email attachments or on our website at www.arkansasarts.org.