

FY2018 GUIDELINES: ARTS IN THE SCHOOLS GRANTS

The grant described in this application is dependent on appropriations to the SW MN Arts Council from the Minnesota State Legislature and the State's arts and cultural heritage fund.

Deadlines: submitted online by 4:30 pm

Round I deadline: November 1, 2017 (earliest start date: December 15, 2017)

Round II deadline: January 31, 2018 (earliest start date: March 15, 2018)

The start date for a SMAC grant is defined as the point at which the project is set in motion (e.g. contracts, advertising and public notification, payment of fees, ordering and/or paying for supplies or printed material, etc.). **No funds can be expended prior to the project start date. Funds spent before the project start date, such as a deposit on a contract, cannot be included in the grant project budget.*

Program Intent & Eligibility

The Arts in the Schools grant program is open to public schools in the eighteen counties of the SMAC service region. The program intent is to provide funds to advance arts education in schools in the SMAC region through artist/teacher/community partnerships and to support the arts as essential to education and daily life.

(The eighteen counties of the SMAC service region include: Big Stone, Chippewa, Cottonwood, Jackson, Kandiyohi, Lac qui Parle, Lincoln, Lyon, McLeod, Meeker, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Swift, and Yellow Medicine.)

NOTE: All other arts learning projects should apply under the Art Project program. All applications for pre-packaged theatre residencies (i.e.: Prairie Fire & Missoula Children's Theatre) should be submitted in the Art Project grant program.

Applicants must make the case that their project fulfills SMAC's program intent and one or more of its commitments. SMAC is committed to:

- Supporting artists and arts organizations in creating, producing and presenting high-quality arts activities
- Overcoming barriers to accessing high quality arts activities
- Instilling the arts into the community and public life in our region
- Supporting high-quality, age-appropriate arts education for residents of all ages to develop knowledge, skills, and understanding of the arts
- Supporting events and activities that represent the diverse ethnic and cultural arts traditions including folk and traditional artists and art organizations, represented in this region

Arts in the Schools grant projects may include, but are not limited to:

- **Artist Residencies:** An artist residency, with **up to \$4000 available in grant funding**, is a unique learning partnership between a *professional* artist and a school. Artists may be contracted to teach and/or work side by side with students, conduct in-service or special teacher's training, and conduct performance, demonstrations, exhibitions, or special classes for the community at large. Artists are available to work in all arts disciplines including theatre, music, dance, opera, literary arts, film video and the visual arts.
SMAC can assist schools in identifying individual arts or arts organizations that provide residencies in the SMAC area. COMPAS is a state supported nonprofit organization specializing in writers and artists in residence. COMPAS may be reached at 651-292-3249 or through their website: www.compas.org.
- **Field Trips:** A field trip grant, **available up to \$2,500***, is intended to help increase the exposure of students to professional artists through visits to studios, performances by professional theatre, dance or musical groups, readings by writers, visits to art galleries or other locations pertinent to the creation and exhibition of art. **(*maximum request amount increased in 2017)**

Additional Requirements for Artist Residency Applications

- **Professional artist.** Artists selected must be independent, professional artists. A professional artist considers the arts as a primary profession or career. Art-related background and quality of work will be heavily considered in the application review process. Selected arts-producing organizations must be qualified professional organizations. Artists'

fees for experienced residency artists should follow MSAB guidelines (presently \$300.00/four-hour artist/student contact day excluding mileage, lodging, subsistence, etc.) Exceptions to this will be considered where reasonable justification is included with application.

- **Teacher must be present during all artist-student contact time.** A qualified instructor must be present at all times during a school residency. To ensure a successful school residency, the teacher and artist work cooperatively to maintain a productive working environment in the classroom.
- **Teacher-artist contact time.** We strongly recommend that residencies include *at least one hour of training* for school instructors. Training provided by the visiting artist is preferred although not required. We suggest that substitute teachers be hired to cover training period(s). A pre-residency planning day with the artist and involved faculty and planning committee is strongly encouraged. It is recommended the artist be paid for the planning day.
- **Community component.** To broaden the total impact of the residency, the general community should be involved in some aspect. Each residency should involve the *general* community in some significant aspect of the residency. The project must be extended to include the general community. Examples: invite the community to an exhibit of students' residency work, host a *Meet the Artist* night, or sponsor a community education class.

***NOTE: It is strongly encouraged, but NOT REQUIRED to focus on one or more core groups.** This allows a target group of students to receive extended in-depth contact with the artist for the length of the residency.

The following projects and organizations are NOT eligible for SMAC Arts in the Schools grants:

- Applications that do not have an art focus.
- Parochial schools.
- Payment of school personnel or to substitute for regular school programs or supplies outside of those needed for the project.
- Activities of a for-profit project, organization, or business.
- Payment of costs for projects that will take place outside the geographic boundaries of the state of Minnesota. Must not use more than ten percent of the total grant for costs related to travel outside the state of Minnesota, including performer, artist or consultant travel.
- Costs for relocating the applicant's legal address/residence outside the state of Minnesota.
- Projects where funds are requested to account for deficits in projects or programs begun prior to the project earliest start date. In other words, payment of debts incurred before the grant activities begin or outside of the grant project scope of activity.
- Applicants with past due SMAC final (or other) reports.
- Applications where funds are to be used to match other SMAC grant applications.
- Requests for equipment, new building construction, purchase of real property, or endowment funds.
- Fundraising events: Grant funding should allow projects to break event, not make a profit.
- Activities which are not open to the public. Projects must be inclusive and accessible in their process and/or final product, considering economic, geographic, and physical accessibility, as well as the cultural, racial, ethnic, age, and gender make-up of the community. School field trips must be open to all students within a grade or subject discipline, rather than exclusive to a student organization.
- Activities essentially for the religious socialization of the participants or audience.
- Activities that attempt to influence any state or federal legislation or appropriation.
- Applications submitted for the purpose of regranting, lobbying or scholarships.
- Projects that will not take responsibility for their publicity, media coverage, and public relations and that won't provide timely promotion of the project throughout the SMAC region through use of the proper funding credit line and logo.

Grant Amounts

Grants under the Arts in the Schools program are available in these amounts with NO CASH MATCH required:

- **Artist Residencies: up to \$4,000**
- **Field Trips: up to \$2,500**

Review Criteria

The grant review panel will score your application based on the project's artistic quality and merit, the feasibility of the project and the outcome evaluation plan for the project. **This is a competitive process.**

Application Assistance

It is always best to contact SMAC staff prior to submission of a grant application to determine grant eligibility. A staff member will review the application, as time permits, for eligibility and completed requirements. Staff review does not imply that a grant request will be funded. Project quality, content, budget, and accuracy of an application are solely the responsibility of the applicant. Free grant writing assistance workshops are scheduled for organizations interested in applying to the SMAC Arts in the Schools grant programs. To sponsor a workshop in your area, please contact the SMAC office 507-537-1471, toll-free 800- 622-5284 or e-mail info@swmnarts.org to make arrangements for a workshop.

Grant Review

1. SMAC staff reviews the application for accuracy, completeness and eligibility. Only complete applications will be forwarded to the grant review panel. Grant applicants may not discuss their application with SMAC panelists or board members following the grant deadline until after the board has acted on the application. Communication regarding an application with SMAC board or panelists during this time will result in the application being ineligible for funding consideration.
2. A grant panel reviews all eligible applications based on the review criteria. Panelists are chosen for their knowledge and expertise in the arts and nonprofit management, and their ability to interpret the guidelines and review criteria equitably and fairly to each application. Geographic representation, ethnicity and gender are also considered to ensure the panel reflects the diversity of the region. The time and location of the panel meeting will be posted on the SMAC website at www.swmnarts.org. SMAC operates in the spirit of the State of Minnesota open meeting guidelines. Applicants are welcome to attend the meeting to hear the panel deliberations and audit proceedings. Interaction between applicants and panelists is not allowed.
3. Board and panel members with a conflict of interest in regard to a specific applicant or project declare such and abstain from comment and rating of that application.
4. The recommendations of the panel are submitted to the SMAC Board of Directors for final approval. Grants will be awarded to the extent of funds available to applications meeting the criteria. The SMAC board will consider the geographic distribution of available funds, number of grant requests received from an applicant, and first time applicants. Organizations submitting more than one application during a fiscal year should note that only one may be given highest priority when geographical distribution is considered.
5. All applicants will receive a notification letter of acceptance or rejection after final review of the application by the Board of Directors.
6. If the application receives partial funding, a revised project description and budget must be submitted within 30 days of notification.

Appeals Policy

Any applicant who can show cause that established grant review procedures were not followed, or can show that the policies of the program are not equitable to all applicants, may file an appeal in writing, within ten (10) days of notification of the Board's decision on that application. There is no right of appeal to dispute decisions in respect to artistic quality or merit, impact, ability or outcome evaluation. Contact SMAC at 800-622-5284 or 507-537-1471 for a copy of the appeal process.

Grant Contract and Distribution of Funds

Grant recipients must provide proof of 501c3 status for their organization or fiscal agent before a contract can be issued. Awarded grantees must sign and return a contractual agreement within 30 days of notification. Failure to provide any required documents within the prescribed time can result in the cancellation of a grant commitment. Eighty percent (80%) of the grant award will be sent to the grantee upon receipt of the signed contract and within thirty (30) days of the project start date. The remaining twenty percent (20%) of the grant award will be sent to the applicant upon receipt and approval of the Final Report.

Acknowledgement of Financial Assistance



IMPORTANT: SMAC's financial assistance must be acknowledged on all publicity and promotional materials through the credit line included in your grant contract. The grant contract will direct you to the specific credit line to use and if the Legacy Logo (shown here) should be used in promotion of the project.

The "Clean Water Land and Legacy Amendment Logo Usage Guidelines" and electronic versions of the approved logo are located on the SMAC website at <http://swmnarts.org/grants/legacy-logo/>.

Interim Reports

You MAY be asked for an interim report if you have multiple outstanding grants from the SW MN Arts Council.

Final Report

A final report must be filed within 60 days of the project end date. The online form can be accessed from the SMAC website: www.swmnarts.org. The report requires information on the number of persons involved, the actual costs, and an evaluation of the project. Failure to submit a final report within 60 days of the end of the project without a prior request for an extension may result in a 10 point penalty on a future application and a grant award may be reduced if actual expenses are significantly less than projected expenses.

8 Steps to Creating a Successful Residency

While the following steps are not required in planning an SMAC-supported residency, many schools have found these steps useful in planning a successful residency that meets the needs of their teachers, students and community members.

Step 1. Early Planning

A. Select a residency coordinator and a planning committee.

- Members of the committee may include administrators, teachers, parents, community members and possibly students.
- Three or four months before the grant deadline, appoint a member of the planning committee as coordinator/primary contact person who will oversee assessment of arts needs, artist selection, outlining residency details and preparing the grant application.
- Review material; ask questions of SMAC; request technical assistance.

B. Examine your school's artistic goals and arts curriculum objectives.

- List at least 5 strengths and 5 weaknesses of your current arts program or curriculum.
- List the general artistic goals of your school or organization.
- List all the experiences with artists in your school/community in the last three years.
- Based on the responses to the previous three items, list at least five things (not just with artists) you would like to see happen in your arts program over the next three years.
- Finally, list at least five ways you would like to work with artists in your program over the next five years.

Step 2. Find your Artist

A. Determine appropriate residency activities; select an arts discipline, or a number of disciplines, and the types of artists you would like to work with.

B. Interview several artists and view their work to select artists who will partner well with your teachers and help you accomplish your goals.

C. References and background checks: Contact the artist's references. You may request alternative references in order to discuss the artist's strengths in regard to a particular age group or residency type. Schools should follow Minnesota law and district hiring procedures regarding criminal background checks for all personnel working with youth.

D. Ask the artist you select to become part of the planning team to work with you on goals, objectives, evaluations, schedule, core group composition, teacher involvement, community events, publicity, and budget.

Step 3. Application Process

Complete the online application by the SMAC deadline date. Late applications are ineligible. Take advantage of technical assistance from the SMAC staff by submitting a draft application. A staff member will review the application, as time permits, for eligibility and completed requirements.

Step 4. If You are Approved for a Artist Residency Grant

- A. When grant contracts arrive, have your authorizing official and project director read and sign all copies of the contracts. Return one copy of the contract to SMAC as soon as possible. Payments are made within 30 days of the project start date after SMAC receives signed documents. **Checks are sent directly to the authorizing official's office.**
- B. When the grant award letter and contract packet arrive, contact the artist you selected to solidify your plans.
- C. Reactivate the planning committee. Review goals and objectives. Fine-tune your plans. If major changes need to be made, contact the SMAC office in writing in advance of the residency to seek approval.

Step 5. Get Ready for the Residency

- A. **Prepare a written contract with the artist.** This allows you both to understand and confirm details, including exact residency dates, the overall plan and schedule, supplies and equipment needed, space, travel, lodging and meal arrangements, and payment schedule. Let the artist know if an invoice is needed to trigger your payment process. **Arrange to pay the artist on the last day of a short residency and periodically during a longer residency.**
- B. Inform the entire faculty and/or staff of the residency and discuss how it will affect schedules. Arrange as soon as possible for any in-service or after school time teachers will spend with the artist.
- C. Request that teachers provide curriculum materials and ideas several weeks before the residency to the artist if they wish these materials incorporated into the artist's plans, and vice versa. Inform the artist about the school/community climate: school policy and events, community background, themes or issues of interest or concern to students or staff, etc.
- D. Locate space for the artist to use to relax, eat, change clothes or set up studio projects. Also discuss with the artist the type of space arrangements available for working with students so activity can be appropriately planned.
- E. Order necessary supplies and equipment.
- F. Plan publicity for students, school staff, parents and the public. Include the legacy logo and the credit line, as stated in your contract, on all material.
- G. Arrange for custodial help.
- H. Arrange for as much time as possible for the contact person during the residency to accommodate all the responsibilities of the role and to have the residency run smoothly. Also confirm that a teacher will be present for all artist activity with students.
- I. Check the final report form to review what information you need to record and collect along the way during your residency.
- J. **Request in writing any major changes to the original proposal**, including change of dates, artist, core group or community participation. The request should be made well in advance of the residency and must be approved by SMAC prior to the residency.
- K. Notify SMAC immediately if the contact person changes, so that correspondence can continue uninterrupted.

Step 6. During the Residency

- A. Please keep the SMAC office informed of your residency project. Call anytime with questions or requests for assistance, especially if a situation arises during the course of a residency with an artist or staff that could affect work with students.
- B. Introduce the artist to school and community people.
- C. Keep communicating. Establish regular check-in times to evaluate as you go. Continual communication will help you anticipate any trouble spots as well as enjoy the progress of a residency.
- D. Ask for help with difficult problems. Contact the SMAC staff if you and the artist cannot solve something through discussion. Sometimes an outsider's perspective provides the needed insight.
- E. Remember yourself. Know what you would like to get out of the residency. Enjoy this new partnership.
- F. Notify the SMAC staff of residency highlights or send a complete schedule of activity. Site visits are made when possible.

Step 7. Following the Residency

- A. Remember to pay the artist on the last day of the residency (or whatever date has been agreed upon in advance). Give the artist her/his artists' residency report form, and request a copy of the completed artists' report for your files.
- B. Evaluate your experience. Save some energy and time for this important task. Invite the artist to join staff for debriefing after the residency. A thorough evaluation is the best tool to improve your next project. It also allows you to bask in your accomplishments and gauge the impact on participants.
- C. Tie up loose ends. Send thank you notes, fill out any school reports, and complete all things necessary to a satisfying culmination of the project.

D. Complete the school's final report soon after finishing the residency. The final report form is available online. It is a required part of the residency and due to the SMAC office 60 days after the end of your residency project dates. Late reporting may affect future grants to your school.

E. Make sure you get a copy of the artists' completed report for your files.

F. If you have good, clear photographs of residency activity, please send them to SMAC. We are always looking to feature arts education projects in our newsletter and on our website.