

Mission:

Arts for All Kentucky, providing arts and education programs that allow people with disabilities to fully participate in the arts.



Art for All Kentucky

Arts Inclusion Application Guidelines and Checklist

Postmark Deadline, October 20

The Arts Inclusion Award Program is Arts for All Kentucky's largest program, serving schools in every Congressional District in the Commonwealth and is designed to help schools provide **experiential learning through the arts for children with and without disabilities in an inclusionary setting**. With Arts Inclusion projects, the student becomes the artist in all areas of the arts including dramatic arts, creative movement/dance, literary arts, music, visual arts, film, photography, etc. Your project may focus on one arts discipline/area or integrate more than one. (*Arts Inclusion funds **cannot** be used for performances, assemblies, or equipment.*) All artist contact/instruction with students must be hands-on or experiential and interface with classroom curriculum and Academic Standards. A core group of students must receive a minimum of FIVE experiential instructional hours with the teaching artist.

Note: Under federal regulations, these funds may not be used for the purchase of equipment. It is recommended but not mandatory to include other sources of financial support for a proposed project. Teacher salaries may not be used as in-kind or supplemented in the Arts Inclusion Awards program unless contact time is after the conclusion of the school day.

CHECKLIST FOR REQUIRED DOCUMENTATION

Before mailing your application form please review it carefully to make sure you have fully completed all sections of the application. ***Failure to do so could jeopardize review of your application materials.*** Be sure to include the following:

- _____ 1. **Completed application, all sections A,B,C,D,E, and F.**
- _____ 2. Make sure you have all required signatures on signature pages (Parts II and III) and each page is scanned w/signatures to be emailed WITH this application (Part I)
- _____ 3. Section B: Make sure all totals entered in this section are accurate and double check math.
- _____ 4. Section D: **If you will be using an artist for your project, the scanned artist signature page (Part II) must accompany your application when submitted.** Make sure you have listed each artist, the contact hour information and number of sessions, and the hourly fee for each artist. You (Site Coordinator) must fill out and complete Section D and the Signature Page (Part II) yourself. Artists are not to fill out this page for you. This page is your school's contract with the artist. Include all support materials such as artistic and educational resumes for artists not listed on the Arts for All Kentucky Teaching Artist Roster.
- _____ 5. Section F: **Please make sure that your figures on your budget match the figures in Section B. Please double-check your math. Please itemize when noted**

Guidelines and Descriptors for the Arts for All KY Arts Inclusion Application

Parts I, II, and III

The Arts Inclusion Application is now in three parts:

Part I: The application content, Sections A, B, C, D, E and F

Part II: The Artist Signature Page: Signed and scanned. This is the schools contract with the artist

Part III: The Site Coordinator and Principal Signature Page: Signed and scanned. This is required to show that all parties are aware of the proposed project as it appears in the application.

ALL completed Parts I, II, and III must be mailed at the same time.

U.S. Dept. of Education Objectives

1. Increase social/communication skills of the participants, primarily children with disabilities.
2. Increase cognitive skills, primarily children with disabilities.
3. Increase artistic skills of the participants, primarily children with disabilities.

Kentucky Academic Standards

KAS need to be addressed in your application narrative (with an emphasis on arts and humanities, also reading, language arts, or math core content). See section C of the Application.

Link to KAS document:

http://education.ky.gov/curriculum/standards/kyacadstand/Documents/Kentucky%20Academic%20Standards_Final-9%2011%2015.pdf

***A core group of students must receive a minimum of five experiential instructional hours with the teaching artist.**

Personnel

Artistic: Payments to artists for fees charged for services that are specifically related to the project. Artists are paid for direct contact hours with students. Up to two hours total of this project can be included for initial observation by the artist of the classroom culture and one hour of face-to-face planning *WITH* teacher(s). No resumes are needed for artists on our Arts for All Kentucky Teaching Roster. Go to: www.artsforallkentucky.org to see approved Roster Artists. If the artist is not a Roster Artist, a resume including educational and artistic background and *instructional experience with children with disabilities is required with application*. A background or police check from the Dept. of Courts is also required for artists not on the approved Artist Roster (*background check must be included with application if not using a Arts for All KY Roster teaching artist*).

Technical/Consultant: Payments to persons for fees specifically identified with the project. This includes technical, lighting, sound, video and film technicians, etc. Arts for All Kentucky funds *may not* be used to pay for this item, however, matching funds from another source may be used.

Materials/Supplies

Include any materials and supplies to be purchased with funds that are specifically related to the project and are "consumables." Examples of materials that can be purchased with Arts for All Kentucky funds are props, costumes, art supplies, blank CDs or DVDs, etc. (Equipment such as books, cameras, computers, stages, sound systems, musical instruments, etc. **may not** be purchased with these funds.) Also refreshments **may not** be purchased.

Marketing/Promotion

Include all costs for marketing, publicity and promotion specifically identified with the project. Include costs of newspaper, radio, and television advertising, printing and mailing of invitations, brochures, flyers, posters, photography, etc.

Travel

Travel of .45 per mile can be paid to artists traveling beyond 50 miles one way to your site. A *total* per diem of \$70 (motel & food) is allowed for artists who will have to stay overnight because of a very long distances. **It is important to include a breakdown of individual travel expenses on your budget page.** For instance, if the artist travels 350 miles round trip, you would indicate: 350 miles @.45 per mile= \$157.60.

In-kind

In-kind refers to the value of any service, fee, supplies or other items used for the project that are **donated** to the project. Only items for which no money is paid can be categorized as in-kind. Supplies already on hand at the school qualify for in-kind if they are being used for the project. The use of a performance space when the normal rental fee is not charged to the school can be used as in-kind, as another example.

Cash Match

Money received for the project outside of the Arts for All Kentucky award should be classified as cash match on the first page and the budget page of the application. This might include funds provided by the school, PTA/PTO, individuals, community businesses or agencies. Supplies, fees or services purchased (other than with Arts for All Kentucky funds) should be included in the cash match category. Cash matches are not required.

Final Report

If your school's project is approved for funding, a final report form is required to be filed within 10 days of the completion of your project, so it is necessary to keep all *receipts, invoices, documentation, evaluation instruments and results, and promotional materials* from your project for that report.

**For any questions concerning the Guidelines or the Arts Inclusion Program:
Delaire Rowe, 270-904-7019, delaire@artsforallky.org**

Please be sure to keep a copy of this application for your records for reference. Also please give your Principal a copy for his/her records, as well. Thanks!



Arts Inclusion Program Application, Part I

Application Deadline: Postmark deadlines no later than Oct. 20.

- ***Mail a complete application (Parts I, II and III) to:***

***Arts for All Kentucky
Arts Inclusion Program
P.O. Box 3320
Bowling Green KY 42102***

- ***Email an electronic copy to: delaire@artsforallky.org***

For any questions, contact Delaire Rowe at 270-904-7019 or delaire@artsforallky.org
Please use this form as it appears here.

| | |
|------------------|------------------------------|
| SECTION A | Applicant Information |
|------------------|------------------------------|

Date: October 10, 2019

School Name: South Todd Elementary School

County: Todd

Congressional District# (1-6): #1

School Address: 4115 Guthrie Road

City: Guthrie

Zip: 42220

Phone: 270-265-5785

Name of Site Coordinator: Dawn Sharp

E-mail: dsharp@todd.kyschools.us

***Site Coordinator Cell: 270-881-7775**

Name of Principal: Ms. Tammy Mason

Principal's Email: tammy.mason@todd.kyschools.us

Principal and Site Coordinator must sign Signature Page (Part III), scan and include in the same mailing or e-mail as this application to delaire@artsforallky.org.

SECTION B.**Funding Request Information**

1. Title of Project or Activity: "Awesome Animals: Amazing Art!"

2. Provide a one-sentence description of the proposed project or activity:
Second grade students will create an original piece of amazing animal art with mixed media (drawing, painting, collage, found objects) integrating their learning in art with reading/language arts, science, and music learning in the classroom.

3. Proposed date(s) of project: March 16-20, 2020

**Projects scheduled prior to January 15 or after May 1 will not be considered.*

4. Number of students who will directly participate in this project:

Target group- 75 students

Other students with one session with artist- 250

5. Number of students with disabilities (students with I.E.P. or 504 plans) to be directly participating in this project:

9 students- mild to moderate severe disabilities

15 students- IEPs for Speech and other learning needs

Total=24

6. Projected number of students who will indirectly benefit from this project:

140 other students (grades 3 and 4) will be exposed to the project at the Art Show where students' art is on display.

7. Projected number of contact hours with the artist. (5 hour minimum for core group including students with disabilities):

Core group- 3 classes X 5 hours each = 15 hours

Grades K, 1, and 5: combined total of 10 hours

TOTAL number of contact hours = 25 hours

8. Projected number of low-income students (receiving free and reduced priced meals):

We are a Title I school. All students receive free lunch, regardless of income level

9. Projected number of English Learners (ELs):

2nd Grade target group- 8 students

Schoolwide- 47 students

10. Total number of teaching artists participating in this project: 1

11. Amount requested (must be \$1,350.00).....\$1350

(If approved, money will not be disbursed until we receive your signed funding agreement.)

12. *Amount of cash match (cash match is strongly encouraged (but not required), and does *not* have to be dollar for dollar with amount requested). (Must itemize source(s) and amount).

- a) List: \$300 SBDM funds for art supplies
\$275 PTO funds to fulfill remaining artist salary
\$205 PTO funds for artist travel

b) Total: \$780

13. *Amount of in-kind by applicant (Itemize source and amount)

a) List:

b) Total:

*See descriptors on budget page (Section F) for cash and in-kind explanation

14. Total Budget for this project: \$ 2130
(Add lines 8, 9, and 10)

15. Did your school apply for the Arts Inclusion Program last year? No

16. If so, did you receive funds?

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| SECTION C. |
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| Project Narrative |
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1. Describe the project and *specifically* how it will be implemented. Include the following:

- a) Arts discipline (music, dance, visual, film, drama, etc.) and the *specific* activities that will be used. **A core group of students must receive a minimum of five experiential instructional hours with the teaching artist*

The core group of second grade students will work with the teaching artist to create an original work of art to enrich their learning from reading and science in the area of animals. Students will have options in choosing to make a model of an animal, the animal and its habitat, or a creative presentation of the animal that the students decides upon. Materials will include paper and found objects for collage or dioramas, paper, lead and color pencils for drawing, and/or markers and watercolors. Mr. Dye will provide instruction on how to use media to create and communicate expressive works of art.

After the residency:

Second (target group) and third grade students will perform their spring musical, Amazing Animals.

Students art works will be on display in the library for the student body to view during the school day as well as before and after the evening musical performance.

- b) Which US Department of Education Objectives and KAS will be addressed in this project? (See Descriptors page for list of Objectives.)

U.S. Dept. of Education Objectives

1. Increase social/communication skills of the participants, primarily children with disabilities.
2. Increase cognitive skills, primarily children with disabilities.
3. Increase artistic skills of the participants, primarily children with disabilities.

Kentucky Academic Standards

Reading

RI 2.1 Ask and answer such questions as who, what, where, when, why, and how, and make and support logical inferences to construct meaning from the text.

RI 2.3 Describe the connection between individuals, historical events, scientific ideas or concepts or steps in technical procedures over the course of a text.

RI 2.7 Identify information gained from visuals and words in the text, and explain how that information contributes to understanding of the text.

Science

ETS1.B: Developing Possible Solutions • Designs can be conveyed through sketches, drawings, or physical models. These representations are useful in communicating ideas for a problem's solutions to other people. (secondary to 2-LS2-2)

Visual and Performing Arts

Anchor Standard 1: Generate and conceptualize artistic ideas and work.

Anchor Standard 2: Organize and develop artistic ideas and work.

Anchor Standard 3: Refine and complete artistic work.

Anchor Standard 4: Select, analyze and interpret artistic work for presentation.

Anchor Standard 5: Develop and refine artistic techniques and work for presentation.

Anchor Standard 10: Synthesize and relate knowledge and personal experiences to make art.

- b) Explain how this project will interface with specific Kentucky Academic Standards (list them) and your curriculum, including reading and/or math.**

Classroom teachers will select books as reading texts to integrate reading in the content area of science in the classroom unit of study on Animals. Students will read, answer questions, make connections, and convey information they learn.

Kentucky Academic Standards

Reading

RI 2.1 Ask and answer such questions as who, what, where, when, why, and how, and make and support logical inferences to construct meaning from the text.

RI 2.3 Describe the connection between individuals, historical events, scientific ideas or concepts or steps in technical procedures over the course of a text.

RI 2.7 Identify information gained from visuals and words in the text, and explain how that information contributes to understanding of the text.

During contact hours with the artist, students will use their knowledge of animals to create and original work of art that conveys the unique qualities, habitats, or specific importance of the animal in their world.

Science

ETS1.B: Developing Possible Solutions • Designs can be conveyed through sketches, drawings, or physical models. These representations are useful in communicating ideas for a problem's solutions to other people. (secondary to 2-LS2-2)

Students in the core group will go through the full process to create a work of art from choosing a concept, planning and organizing their work, to creating, refining and completing their work for sharing with others on display. Students will share their ideas and work with each other through viewing and discussing each other's work using artistic vocabulary.

Visual and Performing Arts

Anchor Standard 1: Generate and conceptualize artistic ideas and work.

Anchor Standard 2: Organize and develop artistic ideas and work.

Anchor Standard 3: Refine and complete artistic work.

Anchor Standard 4: Select, analyze and interpret artistic work for presentation.

Anchor Standard 5: Develop and refine artistic techniques and work for presentation.

Anchor Standard 10: Synthesize and relate knowledge and personal experiences to make art.

- c) **Be specific on how inclusion will be accomplished, i.e. list adaptive strategies for special needs students (in accordance with IEPs and 504 plans) in this project. It is very important to be specific about inclusion for the success of this application.**

Students with IEPs due to speech/language of specific learning needs are already included in the second grade schedule.

Our nine students with mild to moderately severe disabilities will be scheduled into the three target group classes of second graders. These students will come to the artist sessions with a special education instructional assistant.

Adaptive strategies and tools that are already in place in the classroom will be used that are unique to the learning needs of each student based on their specific disabilities. This will include pencils, crayons, markers, or paint brushes that are larger to accommodate the fine motor skills and grip of the student. When these tools are inappropriate, substitutions will be used such as sponges, stamps, or other creative tools as needed for the students to participate successfully.

- d) **What are the expected student learning outcomes? How will the students benefit?**

1. Arts learning
2. Academic learning
3. Social and emotional learning

Learning about and through the arts makes learning memorable for students, so they will increase and retain their academic knowledge about animals and their unique place in our world. The teaching artist will show students how to draw, paint, collage, or shape a model of the animal of their choice. Each student will use his/her own creativity and ability to make a work of art that is uniquely their own and very special to them. Students will feel pride and accomplishment of an artistic project well-done that is theirs to keep forever. Students will benefit from the social interaction of creating art in a studio-type setting with their peers. They will talk and share ideas as they enjoy and encourage each other's art work. Musical learning from singing and later performing the musical Awesome Animals will also contribute to this residency being a "mountain-top" learning experience that students will carry with them for a very long time.

SECTION D.**Artistic Personnel**

Contact with the artist must be made prior to submitting this application in order to secure the artist's agreement for the project and time formats.

Name of School: South Todd Elementary School

1. Name of all artist(s) being used for implementation of this project who will be paid with Arts for All Kentucky funds: Cutivetti Dye

2. Provide a schedule of the number of direct contact hours that artist(s) will be working with students. Please note that Arts for All Kentucky funds may not be used to pay for individual artist(s) planning time or for conducting professional development sessions,

***However, up to two hours (total for this project) can be used for the artist observing the classroom culture, and one hour (total for this project) for face-to-face planning WITH the teacher(s).

a. Total number of hands-on artist sessions with students:

Core group: 12 sessions

Other groups: 11 session

Total class sessions: 23

b. Length of each session (30 min., 45 min., 60 min.):

c. Core group- 75 minute session, four per class

Other groups- 50 minutes sessions, one per class for 11 classes

d. Beginning and ending dates: March 16-20, 2020

3. If a Arts for All Kentucky Roster artist * is not used, you must attach the following for review:

a. Resume that includes artistic and educational background.

b. Resume that *demonstrates instructional work with special needs children.*

c. Copy of recent police or background check from the Dept. of Courts

4. Fee being paid artist: (Fees range from \$35-\$45 for *non-roster artists* and \$50-\$65 for Arts for All Kentucky Roster Artists per direct, hands-on, contact hour with students).

*** Funds will not be provided to pay for performances, assemblies or equipment. All artist contact with students must be hands-on arts experiences.

Calculation of Artist Fees:

a) Total Contact Hours 24 @ per hour = Artist Fee \$ 65

b) Hours, if any, for artist observation of classroom and/or face-to-face planning meeting w/teacher (up to three): 2 @ 65 per hour = \$

TOTAL ARTIST FEE \$1690

*Resumes are *not* required for those artists whose names appear on the Art for All KY Artist Roster.
This page (as well as, Part II, the ARTIST SIGNATURE PAGE) must be filled out by the Site Coordinator (not the artist), and then PART II signed by the artist.
Please ask the artist retain a copy of this completed page for their records.
PART II is your school's contract with the artist.

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| SECTION E. |
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| Project Evaluation |
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Program Outcomes and Indicators

In regard to U.S. Dept. of Education Objectives, KAS and curriculum that you addressed in Section C, how will evaluation data be collected and analyzed? **Measurable data will need to be included in your final report at the end of your project.** Please check two or more below:

☐ Interviews will be recorded and evaluated for these themes and trends.

☒ Participant (student) program journals are gathered and evaluated for the establishment of benchmarks in order to gauge student progress.

☐ Participant (student) program portfolios are gathered and evaluated for the establishment of benchmarks in order to gauge student progress.

☐ *Post-event audience surveys will be administered to gather participation information.

☐ *Pre and post-tests will be administered, and information will be gathered to measure student progress with respect to program-related skill development.

☐ Teaching artist activity logs are collected and evaluated with respect to teaching artists' observation of student growth, skill development, or other stated goals.

☒ Video and photo documentation will be gathered, viewed, and evaluated for themes and trends.

**Written evaluation or survey data will need to be collected, aggregated and reported on your final report form at the conclusion of your project. Also you will need to include one example of each of the evaluation instrument (s) used.*

☒ Other (Please describe) – Student art show

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| SECTION F. | Proposed Budget |
|-------------------|------------------------|

| | Cash Match (See Section A-1) | **Arts for All Funds (See Section A-2) | In-Kind (See Section A-3) |
|---|--|---|------------------------------|
| <u>PERSONNEL</u> | | | |
| *Artist(s) - Itemize | | | |
| Cutivetti Dye | \$275 | \$1350 | \$ _____ |
| Technical/Consultant | \$ _____ | XXXXXXXXXX | \$ _____ |
| <u>MATERIALS SUPPLIES</u> | | | |
| Props, costumes, art supplies..... | | | |
| *Please attach Itemized list | \$300 | \$ _____ | \$ _____ |
| <u>MARKETING/ PROMOTION</u> (Itemize) | | | |
| | \$ _____ | \$ _____ | \$ _____ |
| <u>OTHER</u> | \$ _____ | \$ _____ | \$ _____ |
| <u>TRAVEL ***</u> | | | |
| Mileage | \$205 | \$ _____ | \$ _____ |
| Per Diem | \$ 50 | \$ _____ | \$ _____ |
| Sub-totals | \$830 | \$ 1,350 | \$ _____ |
| Total Project Cost | \$2180 <small>Sum of A-1, A-2, and A-3</small> | | |

*See Section D for artist fees.

****Funds will not be provided to pay for performances, assemblies, lecture or equipment. Artist contact with students must be hands-on experiences doing the art form.**

*** Travel: .45 per mile can be paid to artists traveling beyond 50 miles one way distance to your site. A total per diem of \$70 (motel and food) is allowed for artists who will have to stay overnight because of distance.

Please be sure to keep a copy of this application for your records. Also, please give your Principal a copy for his/her records. Thank you!



Arts Inclusion Application, Part II Teaching Artist Signature Page

Contact with the artist must be made prior to submitting this application in order to secure the artist's agreement for the project and time formats.

Name of School: South Todd Elementary School

Address of School: 4115 Guthrie Road Guthrie, KY 42234

Phone Number of School: 270-265-5785

Site Coordinator Name: Dawn Sharp

1. Name of all artists being used for implementation of this project who will be

paid with Arts for All Kentucky funds: Cutivetti Dye

2. Provide a schedule of the number of direct contact hours that artist (s) will be working with students. Please note that Arts for All KY funds may not be used to pay for individual artist(s) planning time or for conducting professional development sessions,

***however, up to two hours (total for this project) can be used for the artist observing the classroom culture, and one hour (total for this project) for face-to-face planning WITH the teacher(s).

Mornings: The core group will be our 3 classes of second graders, plus inclusion of students with special needs within those class sessions with the artist. He will meet with these classes daily, M-Th

8:15-9:15 Core Group 1

9:15-10:15 Core Group 2

10:15-11:15 Core Group 3

-----lunch, plan, break-----

Afternoons: A different K, I, and 5th grade class each day, M-Th

12:30-1:20 First Grade

1:20-2:10 Kindergarten

2:10-3:00 5th Grade

A) Total number (for entire project) of hands-on artist sessions with students:

Core group: 3 X 4= 12
Individual classes: 12 X 1 = 12
Total: 24 sessions with students

B) Length of each session (30 min., 45 min., 60 min.): 50 minutes

C) Beginning and ending dates: March 16-20

3. If a Arts for All KY Roster artist * is not used, you must attach the following for review:

A) Resume that includes artistic and educational background.

B) Resume that *demonstrates instructional work with special needs children.*

**Information from A & B may be included on one resume.*

C) Copy of recent police or background check from the Dept. of Courts.

4. Fee being paid artist: (Fees range from \$35-\$45 for *non-roster artists* and \$50-\$65 for Arts for All KY Roster Artists per direct, hands-on, contact hour with students). Funds will not be provided to pay for performances, assemblies or equipment. All artist contact with students must be hands-on arts experiences.

Calculation of Artist Fees: \$65 X 24 hours (4 days @ 6 hours per day)= \$1560

A) Total Contact Hours: 24 @ \$65 per hour = Artist Fee \$1560

B) Hours, if any, for artist observation of classroom and/or face-to-face planning meeting w/teacher (up to two): 2 @ \$65 per hour = \$ \$130

(See item #2 above for explanation.)

TOTAL ARTIST FEE \$1690

Artist Signature _____

****Signature of Artist is required on this page (Artist Signature Page, Part II) and must be included with the application (Part I).**

**** IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED FOR FUNDING, THIS ARTIST SIGNATURE PAGE (PART II) MUST BE SIGNED BY THE TEACHING ARTIST, COPIED AND MAILED IN THE PACKET WITH YOUR APPLICATION.**

*****This page must be filled out by the Site Coordinator (not the artist), and then signed by the artist.***

*****This page is your school's contract with the artist. Please ask the artist retain a copy of this completed page for their records after signing.***



Arts Inclusion Application, Part III Administrators Signature Page

I have reviewed the application on behalf of:

(Name of School)

South Todd Elementary

and agree to the information included in it for possible funding from Arts for All Kentucky.

If this application is approved for funding by Arts for All Kentucky, I will uphold the budget in this application and honor the narrative description, evaluation plan, and artist agreement herein. An adaptive instructional plan for students with disabilities will be in place for this project to allow full participation of students of all abilities.

I will keep a copy of the Arts Inclusion application for my records to refer to the details proposed and agreed upon, if funded.

If approved, and any changes need to be made (for instance, change of date because of extreme weather), I will contact the Arts for All Kentucky and the artist involved to negotiate that change. delaire@artsforallky.org or 270-904-7019.

I have read and agree to the above. Sign below:

Principal:

Jimmy J. Mason

Date:

10-14-19

Site Coordinator:

Dawn D. Sharp

Date:

10-14-19

***This signed form must be included in the application packet (Part I) in order for the application to be reviewed. Please mail to:

Arts for All Kentucky • P.O. Box 3320 • Bowling Green • KY • 42102

