Request to Place an Item on the Agenda

Name: Jennifer Oyler, STES

Address: _____

Telephone number: _____

Name of school children attend, if applicable: _____

Group represented: _____

Check if request was submitted to: ☑ Superintendent   ☐ Board Chairperson

Conferred with following administrators (names): Mark Thomas

_____

_____

Description of Issue: _____

_____

_____

_____

_____

Specific Action Requested: Request to apply for Arts for All grant on behalf of Erica Skipworth

_____

Check if you are: ☐ Board Member   ☑ District Employee   ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06

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

Arts *for* All
KENTUCKY

Art for All Kentucky
Arts Inclusion Application Guidelines and Checklist
Rolling Deadline

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, 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, 270-792-0023, programs@artsforallky.org

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

ArtsforAll
KENTUCKY

Arts Inclusion Program Application, Part I

Application Deadline: _Rolling deadline_
- *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: programs@artsforallky.org***

For any questions, contact Delaire Rowe at 270-792-0023 or programs@artsforallky.org
Please use this form as it appears here.

SECTION A	Applicant Information

Date:

School Name:

County: **Congressional District# (1-6):**

School Address:

City: **Zip:**

Phone:

Name of Site Coordinator:

E-mail:

*Site Coordinator Cell:

Name of Principal:

Principal's Email:

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

SECTION B.	Funding Request Information

1. **Title of Project or Activity:**

2. **Provide a one-sentence description of the proposed project or activity:**

3. **Proposed date(s) of project:**

   *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:**

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

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

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

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

9. **Projected number of English Learners (ELs):**

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

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:**

   b) **Total:**

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: $**
    (Add lines 8, 9, and 10)

15. **Did your school apply for the Arts Inclusion Program last year?**

16. **If so, did you receive funds?**

SECTION C.	Project Narrative

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.***

    b) Which National Core Arts Standards will you address (anchor standards, https://www.nationalartsstandards.org/)? Check all that apply

    CREATING: Conceiving and developing new artistic ideas and work.
    ☐ 1. Generate and conceptualize artistic ideas and work.
    ☐ 2. Organize and develop artistic ideas and work.
    ☐ 3. Refine and complete artistic work.
    PREFORMING, PRESENTING, AND PRODUCING: Performing (dance, music, theatre): Realizing artistic ideas and work through interpretation and presentation. Presenting (visual arts): Interpreting and sharing artistic work. Producing (media arts): Realizing and presenting artistic ideas and work.

    ☐ 4. Select, analyze and interpret artistic work for presentation.
    ☐ 5. Develop and refine artistic techniques and work for presentation.
    ☐ 6. Convey meaning through the presentation of artistic work.

    RESPONDING: Understanding and evaluating how the arts convey meaning.
    ☐ 7. Perceive and analyze artistic work.
    ☐ 8. Interpret intent and meaning in artistic work.
    ☐ 9. Apply criteria to evaluate artistic work.

    CONNECTING: Relating artistic ideas and work with personal meaning and external context.
    ☐ 10. Synthesize and relate knowledge and personal experiences to make art.
    ☐ 11. Relate artistic ideas and works with societal, cultural and historical context to deepen understanding.

c) <u>Be specific on how inclusion will be accomplished, i.e. list adaptive strategies for special needs</u> 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.*

d) <u>What are the expected student learning outcomes?</u> How will the students benefit?

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

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:

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

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:
   b. Length of each session (30 min., 45 min., 60 min.):
   c. Beginning and ending dates:

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   @   per hour = Artist Fee   \$**

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

TOTAL ARTIST FEE_____
*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.

SECTION E.	Project Evaluation

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)

SECTION F.	Proposed Budget

	Cash Match (See Section A-1)	**Arts for All Funds (See Section A-2)	In-Kind (See Section A-3)
PERSONNEL *Artist(s) - Itemize ‾‾‾‾‾‾‾‾ ‾‾‾‾‾‾‾‾ ‾‾‾‾‾‾‾‾ ‾‾‾‾‾‾‾‾	$_____	$_____	$_____
Technical/Consultant ‾‾‾‾‾‾‾‾	$_____	XXXXXXXXXX	$_____
MATERIALS SUPPLIES Props, costumes, art supplies….. *Please attach Itemized list*	$_____	$_____	$_____
MARKETING/ PROMOTION (Itemize) ‾‾‾‾‾‾‾‾ ‾‾‾‾‾‾‾‾	$_____	$_____	$_____
OTHER ‾‾‾‾‾‾‾‾ ‾‾‾‾‾‾‾‾	$_____	$_____	$_____
TRAVEL* Mileage_____ Per Diem_____	$_____ $_____	$_____ $_____	$_____ $_____
Sub-totals	$_____	$ 1,350	$_____
Total Project Cost	$_____ Sum of A-1, A-2, and A-3		

*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!