

### PURPOSE

To provide opportunities for young people throughout Virginia to participate in and learn about the arts by working with high quality professional artists.

### DESCRIPTION

This grant provides elementary and secondary students and teachers' opportunities to work with professional artists through after-school or summer activities. In addition, this grant will support the training of professional artists to work with elementary and secondary students.

Please consult the Virginia Commission for the Arts [2013-2014 Guidelines for Funding](#) for eligibility and detailed information about the Artist in Education Program. For a copy of the [2013-2014 Guidelines for Funding](#) and application form, please visit [www.arts.virginia.gov](http://www.arts.virginia.gov) or call us at 804.225.3132.

### ELIGIBILITY

- Virginia elementary and secondary schools which meet the Basic Eligibility criteria of the Virginia Commission for the Arts.
- Private, federally tax-exempt schools that meet the Basic Eligibility criteria of the Virginia Commission for the Arts.
- Arts, including compliance with the Civil Rights Act of 1964 and the Americans with Disabilities Act.
- Private and public universities
- Not-for-profit arts organizations working in partnership with local schools.

### ELIGIBLE ACTIVITIES

- After-school or summer arts education programs run by not-for-profit arts organizations.
- Training programs for artists who wish to work with elementary and secondary students. This is for universities, schools or arts organizations that want to develop a program to train artists to teach artist residencies in K-12 schools.

**NOTE:** The grant funds may be used for artist salaries, supplies, costs of program evaluation and curriculum development. The Commission will not fund the same activity or the same artist(s) for more than three years.

### CRITERIA FOR FUNDING

- Artistic excellence of the participating artist(s)
- Qualifications of the participating artist(s) for working with elementary and secondary students
- Clarity of the program description
- Cost effectiveness of the proposed activities
- Administrative ability of the applicant organization
- Qualifications of the teachers in training artists for residencies

### REQUIREMENTS

- Applications must include a plan for evaluation of learning by the participating students.
- Applications must include a description of how the participating artist (s) were recruited and selected.
- If the applicant is an arts organization, the application must clearly describe how the proposed activities are different from or an expansion of existing educational activities of the organization.

### AMOUNT OF ASSISTANCE

Applicants may request a maximum of \$10,000 and must provide at least a one-to-one cash match of the requested grant.



## 2013-2014 ARTIST IN EDUCATION GRANT AFTER-SCHOOL / SUMMER ARTS EDUCATION PROGRAM OR TRAINING PROGRAM FOR ARTISTS

### APPLICATION REVIEW & PAYMENT PROCEDURE

Submit **12 copies** of the completed application to the Commission on or before **April 1, 2013. This is a receipt deadline, not a postmark deadline.** The Commission does not accept application materials via facsimile transmission or other electronic means. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed and will be returned to the applicant with a brief explanation.

Applications are reviewed by a state-wide advisory panel and approved by the board of the Commission in mid June. Applicants are notified of Commission action by mail. The Commission will pay 85 percent of the grant amount by September 15, 2013. The final 15 percent will be paid within 30 days after the Commission receives and approves the final report for the fiscal year.

**Final reports must be received by the Commission no later than June 1, 2014.**

Commission grantees will be expected to comply with all policies as stated in the [2013-2014 Guidelines for Funding](#) under Basic Eligibility and the Artist in Education grant.

In signing the "Certification of Assurances", applicants are agreeing to comply with the conditions listed in the Guidelines.

If you have further questions regarding your organization's eligibility, contact the Commission staff:

Virginia Commission for the Arts

1001 East Broad Street, Suite 330

Richmond, VA 23219

Ph: 804-225-3132

Email: [arts@arts.virginia.gov](mailto:arts@arts.virginia.gov)

[www.arts.virginia.gov](http://www.arts.virginia.gov)

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**NOTE: We've Moved! Our new address is listed above.**

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# 2013-2014 ARTIST IN EDUCATION GRANT AFTER-SCHOOL / SUMMER ARTS EDUCATION PROGRAM OR TRAINING PROGRAM FOR ARTISTS

**Twelve (12) copies of the application (see checklist) must be received no later than 5:00 PM, April 1, 2013.** The Virginia Commission for the Arts will not accept any application materials via fax or email. Original signatures are required on the Certification of Assurances and Grant Conditions form. For assistance or more information, contact the Commission office. The Commission staff is available for consultation on applications and to review drafts of applications.

**Mail application to:**

Virginia Commission for the Arts  
1001 East Broad Street, Suite 330  
Richmond, VA 23219  
804.225.3132 (Voice/TDD)  
[www.arts.virginia.gov](http://www.arts.virginia.gov)

**Please Note New Address**

**DIRECTIONS**

Please type answers to all of the following sections on your own regular white paper following the numbered sequence. Identify your answers with both the number and heading of the section; e.g., "2. Applicant Organization Name". Please respond as briefly and concisely as possible, yet remember that some panelists will know only what you tell them about your project. Be sure to address all questions/information requested in each section. **Use a typeface of 12 point or larger.** Use binder clips in the upper left hand corner of each copy of the application.

**Do not submit applications in spiral binders, plastic sleeves or folders.**

1. Type "2013-2014 After School / Summer Arts Education" or "2013-2014 Training Programs for Artists" (depending on which grant you are applying for) at the head of the page.

2. Name and title of person completing this application

3. Applicant Organization Name

4. Applicant Address

5. TELEPHONE # (including area code)

6. E-MAIL

7. COUNTY or CITY

8. Federal Identification #. **NOTE:** Applications will not be processed if the correct 9-digit number is not provided. Contact the school division's business or finance office for assistance. Payments to public schools may be made via electronic transfer.

9. The undersigned certifies that the information in the application and its attachments are true and correct. The filing of this application has been duly authorized by the governing body of the applicant school or organization. In case of partnerships, the lead applicant entity that will receive funds if awarded, should sign on the first line. The authorizing official of the other partner should sign on the second line. The applicant agrees to comply with all of the terms included in the Virginia Commission for the Arts Grant Conditions Agreement for 2013-2014. If the applicant cannot comply for any reason, the applicant school or organization must contact the Commission immediately. The undersigned further certifies that he/she has read the Commission's [Guidelines for Funding 2013-2014](#), has signed and attached the Certification of Assurances / Grant Conditions Agreement, and has provided the applicant's correct Federal Tax Identification Number as required by the Commonwealth of Virginia.

Typed Name of Authorizing Official \_\_\_\_\_ Title \_\_\_\_\_

Signature of Authorizing Official \_\_\_\_\_ Date \_\_\_\_\_

**All public school applicants must notify school division authorities about the request for matching funds from the Virginia Commission for the Arts.**

## DIRECTIONS

Please type answers to all of the following sections on your own paper following the numbered sequence. **Use 8.5"x 11" regular white pages typed on one side, excluding supporting documentation. Use a typeface of 12 point or larger.**

**10. Title and brief summary of project.** Title should specify the nature of the activity for which funding is requested. In 2-3 sentences briefly summarize the proposed project.

**11. Start and end dates.** The first and last dates of the project for which assistance is requested. No activities for which Commission funds are requested may begin before July 1, 2013 or end after June 15, 2014.

**12. Project Director**

**13. Anticipated number of participants / students**

**14. Number of artists to participate**

**15. Total estimated cash expenses of project**

**16. Total estimated cash income from other sources and cash from applicant organization**

**17. Project grant amount requested from the Virginia Commission for the Arts.** Not to exceed 50% of estimated cash expenses of the project. Applicants may submit more than one application for a combined total of no more than \$10,000.

**18. Description of the Project.** Describe the project for which funding is requested. The description should be no more than five pages.

**19. Is this a new never-done-before project?** If new, is it a one-time-only project? Is it a pilot for a future program? If not new, how does the proposal represent an expansion over the project's previous size? If it is a continuation or expansion of a previously funded project, what were the results of the project?

**20. If this is a grant for artist training,** describe the curriculum or workshop. Include a bio for the teachers or facilitator that will be conducting the class or workshop.

**21. If this is a grant for an After-School or Summer Arts Program, please provide:**

Name of Artist \_\_\_\_\_

Name of Artistic Discipline \_\_\_\_\_

**Indicate if the artist is from the Commission's Artist Roster or 2013-2014 Tour Directory: Yes  No**

**(If the artist is not on the Commission's Artist Roster or 2013-2014 TOUR DIRECTORY, please submit an artistic resume and current work sample (CD/DVD) from the artist in the proposed discipline. The Commission gives top priority to organizations / schools that use Virginia artists.)**



# 2013-2014 ARTIST IN EDUCATION GRANT AFTER-SCHOOL / SUMMER ARTS EDUCATION PROGRAM OR TRAINING PROGRAM FOR ARTISTS

## 22. Budget of the project

**A. List the estimated cash expenses and cash income of the project using this format:** (Under estimated cash income, please list source from which funding has been requested and/or secured. Do not include in-kind contributions.)

**PLEASE NOTE:** Total expenses and income should be equal, if not, please explain. Total grant request must not exceed 50% of total estimated cash expense of project.

### ESTIMATED CASH INCOME: (Should match #16 on page 4)

Description	Amount
_____	_____
_____	_____
<b>Total Cash Income</b>	<b>\$</b>

### ESTIMATED CASH EXPENSES: (Should match #15 on page 4)

Description	Amount
_____	_____
_____	_____
<b>Total Cash Expenses</b>	<b>\$</b>

### B. Describe what steps you would take if partial funding is awarded by the commission:

If your organization is a college or university, do not include fixed administrative or "overhead" expenses as part of the project expenses. Include only those expenses which are directly related to the project and which will be incurred **only** if the project happens. Colleges/universities may **not** include faculty or staff salaries as income or expense for the project.

## 2013-2014 ARTIST IN EDUCATION GRANT AFTER-SCHOOL / SUMMER ARTS EDUCATION PROGRAM OR TRAINING PROGRAM FOR ARTISTS CHECKLIST

A complete Artist in Education Grant Application must contain **twelve (12)** sets of items #1-22. (You do not need to submit this checklist with your application.)

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**Do not submit application in spiral binders, plastic sleeves or folders.**

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1. A completed Artist in Education Grant – After School / Summer Arts Education Program or Training Program for Artists Application.
  2. If the artist is not on the Commission's Artist Roster or 2013-2014 Tour Directory, please submit an artistic resume and current work sample (CD/DVD) from the artist in the proposed discipline.
- ONLY ONE COPY OF EACH NEEDED:**
3. ONE COPY ONLY, attach to top application set: **Signed Certification of Assurances Form** (two pages). This form is attached to this application packet. This form must be signed by an authorizing official of the applicant organization. **NOTE: The authorizing official of a public school is the principal, not a classroom teacher.**
  4. ONE COPY ONLY, attach to top application set: **Letter from the Internal Revenue Service** showing your organization's Federal Employers' Identification Number and tax-exempt status. Not applicable to public schools or government units.
  5. ONE **National Standard for Arts Information Exchange Race/Ethnicity Data Collection Form**, attach to top application (attachment will not be considered during the grant-making process).

Any application not containing all of the items listed above in the order shown will be considered incomplete. Applicants with incomplete applications will be contacted by Commission staff and informed of the missing information and the deadline for submission. Incomplete applications will **not** be reviewed by a panel or acted upon by the Commission **unless** the applicant re-submits the completed application by the due date.

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**Keep a Copy of Your Application and All Attachments**

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### CERTIFICATION OF ASSURANCES AND GRANT CONDITIONS 2013-2014 FOR ARTIN EDUCATION GRANTEES OF THE VIRGINIA COMMISSION FOR THE ARTS

Virginia Commission for the Arts grantees are required to be non-profit Virginia organizations and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation of the Internal Revenue code, or are units of government, educational institutions, or local chapters of tax exempt national organizations.

No part of any Commission grant shall be used for any activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation.

#### Each Commission grantee will:

- provide accurate, current and complete financial records of each grant.
- maintain accounting records which are supported by source documentation.
- maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes.
- maintain procedures ensuring timely disbursement of funds.
- provide the Commission, or its authorized representatives, access to the grant-related financial records.

The grantee will expend any and all grant funds only for purposes described in the application form and attachments. The grantee must request permission in writing to make substantial changes in budget, schedule, program, personnel. The requested changes must be approved in advance by the Commission.

#### Each Commission grantee will comply with these federal statutes and regulations:

- Title VI, Section 601, of the Civil Rights Act of 1964, which provides that no person, on the ground of race, color or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- Title IX, Section 1681, of the Education Amendments of 1972, which provides that, with certain exceptions, no person, on the basis of sex or age, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.
- Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with physical or mental disabilities in federally assisted programs. Compliance with this Act includes the following: notifying employees and beneficiaries of the organization that it does not discriminate on the basis of handicap and operation of programs and activities which, when viewed in their entirety, are accessible to persons with disabilities. Compliance also includes maintenance of an evaluation plan developed with the assistance of persons with disabilities or organizations representing disabled persons which contains: policies and practices for making programs and activities accessible; plans for making any structural modifications to facilities necessary for accessibility; a list of the persons with disabilities and/or organizations consulted; and the name and signature of the person responsible for the organization's compliance efforts ("ADA Coordinator").
- Each grantee will submit a Final Report to the Commission within thirty (30) days of the end of the grant period and before June 15, 2013 (A Final Report form is sent by the Commission with each grant award letter. It is the responsibility of the grantee to hold this form for completion until the end of the grant period).
- Acknowledgment of the Commission and the National Endowment for the Arts must be made in **all** published material (printed programs, news releases, web news, email alerts, advertisements, flyers, etc.) and announcements regarding the particular activity or activities supported. Suggested language is "(organization or activity) is partially supported by funding from the Virginia Commission for the Arts and the National Endowment for the Arts." Camera ready logos are available from the Commission on our website or by request.
- This form must be signed by an individual duly authorized by the governing body of the organization to act on its behalf and submitted with every grant application made to the Commission. The signature of the individual indicates the organization's compliance with all of the grant conditions listed above. A duly authorized individual must also sign the final report form.



## 2013-2014 ARTIST IN EDUCATION GRANT AFTER-SCHOOL / SUMMER ARTS EDUCATION PROGRAM OR TRAINING PROGRAM FOR ARTISTS

**The undersigned certifies to the best of his/her knowledge that:**

- the information in this application and its attachments is true and correct;
- the filing of this application has been duly authorized by the governing body of the applicant organization;
- the applicant organization agrees to comply with all grant conditions cited above.
- the undersigned further certifies that he / she has the legal authority to obligate the applicant organization.

Typed Name of Authorizing Official \_\_\_\_\_ Title \_\_\_\_\_

Signature of Authorizing Official \_\_\_\_\_ Date \_\_\_\_\_

Applicant Organization Name \_\_\_\_\_

Applicant/Organization Name: \_\_\_\_\_ FORM BCKFDR\8891  
(Updated 12/20/01)

**NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE  
RACIAL/ETHNICITY DATA COLLECTION FORM**

**Individual Applicants:**

Individuals should circle **any combination** of the characteristics listed below that apply:

- A: Asian**
- B: Black/African American**
- H: Hispanic/Latino**
- N: American Indian/Alaskan Native**
- P: Native Hawaiian/Pacific Islander**
- W: White**

**Organizational/Institutional Applicants**

(e.g. school, arts group):

Using the characteristics listed below, circle the predominant group of which the staff or board or membership (not audience) is composed. Organizations should choose the **one** code that best represents 50 percent or more of its staff or board or membership. If none of these conditions apply to the organization, classify the organization "99."

- A: 50% or more Asian**
- B: 50% or more Black/African American**
- H: 50% or more Hispanic/Latino**
- N: 50% or more American Indian/Alaskan Native**
- P: 50% or more Native Hawaiian/Pacific Islander**
- W: 50% or more White**
- 99: No single group** listed above represents 50% or more of staff or board or membership

**For Both Individual & Organizational Applicants:**

Using the characteristics listed below, indicate if the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the project or activity does not emphasize the culture or traditions of one group, please circle "99." If you seek or receive general operating support or support for administrative or artistic expenses for many projects and activities and cannot select one group, please circle "99."

- A: Asian individuals**
- B: Black/African American individuals**
- H: Hispanic/Latino individuals**
- N: American Indian/Alaskan Native individuals**
- P: Native Hawaiian/Pacific Islander individuals**
- W: White individuals**
- 99: No single group**

**NOTE:** Generally, an activity can be considered "a clear expression or representation of the cultural traditions of one particular group" if it is:

(1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black/African American."

and/or

(2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.

This information will be used as part of a data collection project which documents state arts agency grant-making activities nationwide. This information will be used to determine national trends in grant-making and will not be considered during the grant-making process.