

# ARTIST-IN-THE-CLASSROOM GUIDELINES

The City Arts Grants program is designed to provide financial support for arts programs and projects in Salt Lake City that merit public funding. There are five City Arts Grants categories, each with eligibility standards, guidelines, and review criteria. The Salt Lake City Arts Council Board places a priority on those programs that best reflect the Arts Council's mission.

**City Arts Grants can support only those programs and projects which serve the residents of Salt Lake City and which take place within Salt Lake City limits.**

The City Arts Grants program is competitive and includes a rigorous application review process. A newly completed application must be submitted each year and **a grant award in one year does not guarantee an award for the following year**. The award of City Arts Grants is made at the sole discretion of the Salt Lake City Arts Council and the decision of the board is final.

## ARTIST-IN-THE-CLASSROOM DESCRIPTION

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Artist-in-the-Classroom grants provide funding for elementary schools in the Salt Lake City School District to support the placement of professional artists in the classroom during school hours. The Artist-in-the-Classroom program is designed, at the recommendation of district teachers and administrators, to augment existing arts activities in the schools and should not be used for after-school programming.

**If awarded, the Artist-in-the-Classroom grant will be \$2,000.**

**APPLICATION DEADLINE IS MONDAY, MARCH 27, 2017, 5:00 P.M.**

## Eligibility

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In order to be eligible for an Artist-in-the-Classroom grant, the applicant must:

- Be an elementary school in the Salt Lake City School District.

### Additional Information:

- Grant funds may only be used for artists' fees and for the purchase of supplies related to the residency. Schools may negotiate with artists on the fee to be paid for services. A guideline for fees to be paid is a minimum of \$30 per hour for the artists' time in a residency program.
- Schools cannot employ an artist or instructor currently employed by the district for this grant application.
- Each school may only apply for one grant.
- The Artist-in-the-Classroom grant need not be matched by in-kind or cash funds. However, if the school wishes to extend the residency, they are welcome to find additional funds (from the school, PTA, or other sources) and should indicate these funds in the application.
- No portion of the grant funds can be assigned to indirect costs of the school.
- If an organization (not an individual artist) is engaged to provide services for this grant application, no portion of the grant funds can go toward overhead costs of that organization.

Schools may request funding for an artist residency in any discipline (dance, theatre, music, crafts, design/architecture, creative writing, visual arts, photography, folk arts/folklore, film/video, or multidisciplinary).

**Schools must identify the artist who will conduct the residency and must meet with the artist prior to submitting an application.** The artist must agree to the terms of the residency outlined in the application. This grant category is intended to encourage a team approach among the school administration, the teachers, the artist, and parents in designing the residency.

**All artists that work unsupervised with students must go through a background check BEFORE beginning the residency. If artists need to go through a background check please contact Lavinia Hyde at 801.578.8346 to get additional information or to set up an appointment.**

**The elementary school's responsibility:**

- Select the artist;
- Plan the residency and manage activities during the residency in cooperation with the artist;
- Complete and submit all grant documents (application, agreement, evaluation).

The Salt Lake City Arts Council and the Salt Lake Education Foundation are partners in the administration of grant payments for the Artist-in-the-Classroom program. Awarded funds are paid directly to the artist, half at the beginning of the residency and half when the school has submitted the evaluation report. Checks will be issued to the artist by the Salt Lake Education Foundation.

## **Review Criteria**

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The following are considered during the review and approval process for applications:

- Both the artistic and educational quality of the arts learning experience;
- Payment of professional fees to artists;
- Completeness and clarity of application.

**Review Process:**

The Grants Committee, comprised primarily of Salt Lake City Arts Council board members with knowledge of the arts community, educational system, and the community-at-large, meet regularly to review City Arts Grants applications. The Grants Committee includes new members each year.

Committee members are provided with the applications in advance in order to review the materials prior to each meeting. Committee members receive and review only the information presented in the application. Supplementary materials and past award status are not a part of the review process. Applications are reviewed by grant category, and decisions for funding are based on comprehensive discussions on the merits of each application and on the budget allocated for the City Arts Grants program. The Grants Committee will not award an amount in excess of what is requested in the application budget. Award amounts from year-to-year may change due to the number of applications submitted, makeup of the Grants Committee, and available budget.

The Grants Committee will meet in April 2017 to review all Artist-in-the-Classroom applications. The committee recommendations will go before the board for final approval in August. Applicants will receive preliminary notification of recommendations by May 2017 and a confirmation of the final decisions in August.

*Correspondence will be conducted primarily through email and the online grants management software. **You will not receive a hard copy notification letter of your grant status.** This information will be sent via email. Please be sure your account information lists current contact information.*

## Completing an Online Application

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ALL CITY ARTS GRANT APPLICATIONS MUST BE SUBMITTED ONLINE. PAPER COPIES OR EMAILED PDF DOCUMENTS WILL NOT BE ACCEPTED.

### REGISTRATION PROCESS

To access the online grant software, go to <https://goo.gl/k42FIU>.

In addition to the instructions below, applicants may wish to view the following instructional video for assistance navigating the online system: <https://goo.gl/Rksfyt>

#### **New users:**

To create a new profile, begin by clicking the “Create New Account” button.

You will be prompted to create a profile and enter information (organization information, individual user information, and executive officer information) as well as create a password. Passwords must be at least 6 characters and can only contain letters, numbers, and the following symbols: !@#%&^\*()

Each organization will be linked to one email address so you may consider using an email address that is available to all staff members at your organization who need to access the application.

**YOU WILL BE ASKED TO ENTER AN EIN WHEN YOU CREATE AN ACCOUNT – ELEMENTARY SCHOOLS CAN SIMPLY ENTER NA AND DO NOT NEED TO ENTER AN EIN.**

#### **Returning users:**

If you have already set up your account, you can login to the system from the same link listed above.

If you need assistance changing the email or primary user, please contact Kelsey Ellis at 801.596.5000.

The Dashboard page is your homepage. Your contact information, organization information and grant status are displayed on this page. This is where you will manage your grant application and awarded grants. If you have been awarded a grant, the grant agreement form and final evaluation report form will be available on this page.

In the menu bar at the top of the screen, you will see Applicant Menu. In this dropdown menu click on Apply to access all of the available grant applications and the online process.

## COMPLETING AN APPLICATION

- Applications do not need to be completed in one session and you can return to incomplete applications anytime before the deadline.
- Each grant application consists of three sections: Applicant Information, Organization/Project Information, and a Budget section. If you would like to print the application questions, click on the Question List button in the top right corner of the application page. This will open a PDF document in a new window from which you can print the full list of application questions.
- You may choose to prepare your responses in a Word document and then copy and paste the text into the online form. Please be aware that each text response has a character limit which includes spaces.
- Each application requires that you upload several documents which may include a budget form, board list, and a list of upcoming activities/season of events. A link to the budget form can be found in the application. Each document has a size restriction of 1MB – 10MB. Documents should be in a PDF, Word, or Excel format.
- Once you click “Submit Form” you will not longer be able to edit your application. If you need to make a correction to a submitted form, contact Kelsey Ellis.
- You will be able to access all submitted applications from your profile. Within your account, you can download and print copies of applications, reports, letters, and agreement forms.

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## Contact Information

Please contact the Salt Lake City Arts Council with questions or visit [saltlakearts.org/grant-program/](http://saltlakearts.org/grant-program/)

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