

# 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 19, 2018, 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' fee 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.
- Schools cannot employ an artist or instructor currently employed by the district.
- 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 must identify and meet with the artist prior to submitting an application.** The artist must agree to the terms of the residency outlined in the application.

**Upon approval of grant application, artists must submit an MOU and an Independent Contractor form to Jillian Norton with the Salt Lake City School District. Additionally, all artists who work unsupervised with students must go through a background check before beginning the residency.**

Please contact Jillian Norton at the Salt Lake Education Foundation if you have any questions 801.578.8270 or [jillian.norton@slcschools.org](mailto:jillian.norton@slcschools.org)

**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, grant agreement form, and evaluation report).

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 PROCESS**

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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 review applications, by grant category, in advance of each meeting. Decisions for funding are based on comprehensive discussions on the merits of each application. Awards may vary each year due to number of applicants, composition of the Committee, and available budget.

The Committee prioritizes arts education applications and applications which demonstrate need. Also of high importance is the presentation of a balanced and detailed budget, description of the impact to the community, and strategy for broadening audience reach.

**Timeline:**

Application deadline: **March 19, 2018, 5:00 p.m.**

***Incomplete applications or those submitted after the deadline will not be reviewed.***

Committee review meeting: Spring 2018

Preliminary notification: May 2018

Board review and approval: August 2018

Funding notification: August/September 2018

First payment disbursed: Fall 2018

Final payment: Upon completion and review of final report

*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 lists current contact information.*

**APPLICATION QUESTIONS AND REVIEW CRITERIA**

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**APPLICANT INFORMATION**

Application Question	Review Criteria
<p><b>School Demographics*</b> Describe the demographic profile of the students in your school.</p>	<p>This is an informative response and will not be scored by the Grants Committee.  (1,000 characters)</p>
<p><b>Participating Artist / Organization*</b> Who will your school work with for this residency?</p>	<p>This is an informative response and will not be scored by the Grants Committee.  (100 characters)</p>
<p><b>Artist Address*</b> Please indicate the artist's full address including street address, city, and zip code.</p>	<p>This is an informative response and will not be scored by the Grants Committee.  (100 characters)</p>
<p><b>Artist Email Address*</b></p>	<p>This is an informative response and will not be scored by the Grants Committee.  (100 characters)</p>
<p><b>Artist Resume / Bio*</b> Please attach a resume or brief bio of the participating artist.</p>	<p>Allowable file extensions: .pdf (file size limit: 1MB;)</p>

**PROJECT DESCRIPTION**

Application Question	Review Criteria
<p><b>Project Name*</b></p>	<p>This is an informative response and will not be scored by the Grants Committee.</p>
<p><b>District*</b> Identify the Council District(s) where your <b>Salt Lake City</b> programming takes place: <i>City Council District information can be found at: <a href="http://slccouncil.com">slccouncil.com</a></i></p> <p><b>Choices</b> District 1 District 2 District 3 District 4 District 5 District 6 District 7</p>	<p>Please be sure your response is for the City district in which your programming takes place. Do not report your State or Federal district.</p> <p>The Committee looks to support programming City-wide in all districts when possible.</p>
<p><b>Discipline*</b> Identify the discipline(s) used in the proposed residency:</p> <p><b>Choices</b> Dance Theatre Music Opera Media Arts Design/Architecture Literary Arts Visual Arts Folk Arts/Folklore Multidisciplinary</p>	<p>This is an informative response and will not be scored by the Grants Committee.</p>
<p><b>Project Beginning Date*</b> Please indicate the date activities for this project will begin.</p> <p><b>Project Ending Date*</b> Please indicate the date activities for this project will end.</p>	<p>Funding is available only to those projects which take place September 1, 2018 through August 31, 2019.</p>
<p><b>Participants*</b> Please indicate the total number of youth who will participate in this program.</p>	<p>(50 characters)</p>

<p><b>Residency Description*</b> Describe the proposed residency. Please include the kinds of activities that students will participate in, what grade levels will be involved, and a description of the culminating event (gallery stroll, performance, etc.). <b>Please be specific.</b></p>	<p>Assume the reviewer knows nothing about your project. Respond with clear and concise information and include details on the kinds of activities that will take place.</p> <p><i>(1,750 characters)</i></p>
<p><b>Arts Instruction*</b> How does this residency enrich or enhance arts instruction or other programs already offered in your school? How does this residency help achieve the state core arts curriculum?</p>	<p>The Grants Committee would like to understand how this project fits into the activities already taking place within your school. Why is it important that this residency take place?</p> <p><i>(1,250 characters)</i></p>
<p><b>Team Approach*</b> Describe your team approach to this residency. How will classroom teachers and the artist plan together and teach cooperatively during the residency?</p>	<p>It is important that all individuals involved in this project work collaboratively to complete a successful residency. The Grants Committee would like you to describe how all members of the project will work together.</p> <p><i>(1,000 characters)</i></p>

**BUDGET**

- TOTAL INCOME MUST EQUAL TOTAL EXPENSES.
  - A balanced budget demonstrates your ability to administer and implement the proposed residency.
- Include comments and explanations. Think of this portion of the application as a complement to the narrative.
- The Salt Lake City Arts Council values paying artists professional wages. Schools that pay artists a minimum of \$30 per hour will be given priority.

**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 basic organizational 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.

### **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, 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 and a board list. A link to the budget form can be found in the Budget section of the application. Documents should be in a PDF, Word, or Excel format.
- Once you click "Submit Form" you will no 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.

**APPLICATION DEADLINE IS MONDAY, MARCH 19, 2018, 5:00 P.M.**

#### **Contact Information**

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

**KELSEY ELLIS**  
(801) 596-5000  
[kelsey.ellis@slcgov.com](mailto:kelsey.ellis@slcgov.com)