

# ARTIST-IN-THE-CLASSROOM GUIDELINES

## 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. This residency program is designed to augment existing arts activities during the school-day and should not be used for after-school programming.

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

## DEADLINES

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Artist-in-the-Classroom grant applications will be reviewed once during the grant year.

**Tuesday, May 26, 2020, 5:00 p.m.**

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 four 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 and values.

**City Arts Grants can support only those programs and projects which take place within Salt Lake City limits.** Review Salt Lake City boundaries here: <https://www.slcc.gov/council/find-your-council-member/>

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.

## ELIGIBILITY

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

- Be an elementary school in the Salt Lake City School District (charter schools included).
- Perform services within the 2020-2021 school year.

### **Additional Information:**

- Grant funds may only be used for artists' fee and for the purchase of supplies related to the residency.
  - 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.
  - Please be sure to check with your school's faculty and administrative staff to ensure your school submits only one application.

- The Artist-in-the-Classroom grant need not be matched by in-kind or cash funds. However, if the school wishes to extend or supplement the residency, they are welcome to find additional funds (from the school, PTA, or other sources) and should indicated these funds in the budget portion of 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 a grant application, artists must work with the school’s administration to complete an MOU and an Independent Contractor form. Additionally, all artists who work unsupervised with students must go through a background check before beginning the residency.**

- **This is a process required by the Salt Lake City School District, it is not administered by nor approved by Arts Council staff. Please coordinate this process through the school.**

**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)
- Work with school and district administrative staff to ensure artist has all required documents to work with students

The Salt Lake City Arts Council administers the payments for the Artist-in-the-Classroom grant awards on behalf of the school. Awarded funds are paid directly to the artist, half at the beginning of the residency and half when the school has submitted the final evaluation report.

**GRANT PROCESS TIMELINE**

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Applicants may only submit one Artist-in-the-Classroom application per grant year.

**Timeline:**

Application deadline: **Tuesday May 26, 2020, 5:00 p.m.**

For projects and residencies which occur during the 2020-2021 school year.

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

Committee review meeting: June 2020

Preliminary notification: June 2020

Board review and approval: August 2020

Funding confirmation notification: August/September 2020

First payment disbursed: Fall 2020

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.**

**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, will meet to review City Arts Grants applications. The Grants Committee includes new members each year.

Committee members review applications by grant category and will meet to have a comprehensive discussion on the merits of each Artist-in-the-Classroom application. During this meeting recommendations for funding are made. These recommendations are sent to the full Arts Council board for their review. The full board will make final decisions on all grant applications during their meeting. Applicants will be notified of the Grants Committee’s recommendations in May to enable planning for the next school year. Applicants will receive a confirmation letter after the Board approves recommendations at their August meeting.

**APPLICATION QUESTIONS AND REVIEW CRITERIA**

Application Question	Review Criteria
<b>School Principal*</b>	Include school principal’s first and last name.
<b>School Principal Email*</b>	Include school principal’s email address.
<b>School Demographics*</b> Describe the demographic profile of the students in your school.	Please include a brief description of the demographic profile of the students in your school. This may include number of students that qualify for free or reduced lunch, students who are English language learners, the cultural diversity of the school, student mobility rate, etc.  <i>(1,000 characters)</i>
<b>Participating Artist / Organization*</b> Who will your school work with for this residency?	Include the name of the organization and or individual artist who will conduct arts programming.
<b>Artist Address*</b>	Indicate the artist’s full address including street address, city, and zip code.
<b>Artist Email Address*</b>	Include artist’s email address.

<p><b>Artist Resume*</b> Attach a resume for the participating artist.</p>	<p>No more than 2-pages in length  Allowable file extensions: .pdf (file size limit: 1MB)</p>
<p><b>Artist Bio*</b></p>	<p>Include a brief bio of the participating artist / organization.  (1,000 characters)</p>
<p><b>Applicant History*</b> Is this the first time your school has applied for City Arts Grants funding?</p> <p><b>Choices</b> Yes No</p>	<p>This is an informative response and will not be scored by the Grants Committee.</p>

**PROJECT DETAILS**

Application Question	Review Criteria
<p><b>Project Name*</b></p>	<p>(100 characters)</p>
<p><b>District*</b> Identify the Salt Lake City Council District(s) where your school is located. <i>City Council District information can be found at: <a href="https://www.slcc.gov/council/find-your-council-member/">https://www.slcc.gov/council/find-your-council-member/</a></i></p> <p><b>Choices (check all that apply)</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 <u>City</u> district in which your <u>programming takes place</u>. 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>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 can only support those projects which occur during the 2020-2021 school year.</p>

<p><b>Discipline*</b> Identify the discipline(s) used in the proposed project:</p> <p><b>Choices</b> Arts Education Dance Design / Architecture Digital / New Media Folk &amp; Traditional Arts / Folklore Interdisciplinary Literary Arts Music Opera Performance Art Presenting Organization Services to the Arts / Arts Marketing Theatre Visual Arts</p>	<p>The Committee looks to support programming in all disciplines when possible.</p>
<p><b>Please provide projected numbers specific to this project.</b></p> <p>Total number of classes or points of contact each student will have with artist*</p> <p>Total number of students expected to benefit from this project*</p>	<p>Total number of classes is the number of times each student will work with the artist, not the total classes the artist will teach. For example, if the proposed residency is with two third grade classrooms where the artist will visit them two times each, the total number of classes should be two not four.</p> <p>The Committee understands that these numbers are an estimate, but this will help to provide information on the scale and reach of the proposed project.</p> <p>If funded, applicant will be asked to report actual numbers in the final report.</p>

Responses to the questions below (Residency Description, Arts Instruction, and Team Approach) will be scored on a scale from 1 to 10 and should provide specific details on the proposed events and activities.

**1-2 = Insufficient information**

- Applicant provides insufficient detail and does not meet the minimum criteria.

**3-4 = Needs work**

- Applicant provides limited detail and additional information is needed to meet criteria.

**5-6 = Average**

- Applicant provides adequate detail and criteria are modestly met.

**7-8 = Good**

- Applicant provides sufficient detail and meets criteria.

**9-10 = Excellent**

- Applicant responds with clear, appropriate details and exceeds criteria.

<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.) if applicable. <b>Please use details and 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.  <i>(1,750 characters)</i></p>
<p><b>Arts Instruction*</b> How does this residency enrich or complement the other activities occurring within your school? Why is it important that this residency take place? If your school has no other arts and culture instruction, please indicate.</p>	<p>The Grants Committee would like to understand how this project fits into the activities already taking place within your school. (Does your school already have music programming and you would like to add a visual art project? Do you have a dance program that works with one grade and you would like to extend that programming to other grade levels? Etc.)  <i>(1,750 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.  <i>(1,000 characters)</i></p>

**BUDGET**

A link to the budget form can be found in the *Budget* section of the application or can be downloaded using this link: [saltlakearts.org/wp-content/uploads/2020/02/FY21\\_AITC\\_Budget.xlsx](http://saltlakearts.org/wp-content/uploads/2020/02/FY21_AITC_Budget.xlsx)  
The final budget form must be uploaded to the application as an Excel document.

The budget should include clear detail on the income and expenses associated with this request. The budget will be scored on a scale from 1 to 10.

- TOTAL INCOME MUST EQUAL TOTAL EXPENSES.
  - A balanced budget demonstrates your ability to administer and implement the proposed residency.
- The Artist-in-the-Classroom grant need not be matched by in-kind or cash funds. However, if the school wishes to extend or supplement the residency, they are welcome to find additional funds (from the school, PTA, or other sources) and should indicated these funds in the budget portion of the application.
- Include comments and explanations in the spreadsheet. 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 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 form.

### COMPLETING AN APPLICATION

- Applications do not need to be completed in one session and you can return to incomplete applications any time before the deadline.
- Each grant application consists of four sections: *Applicant Information*, *Project Description*, *Community Description*, 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.
- 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.
- Technical assistance is available upon request up until 24 hours before the deadline. If request for assistance is within 24 hours of the deadline, availability may be limited.

## ARTS LEARNING APPLICATION DEADLINE:

**Tuesday, May 26, 2020, 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**

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