



FIVE WINGS

ARTS COUNCIL

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School Arts Project Grant Program Instructions and Guidelines

INSTRUCTIONS FOR COMPLETING THE ONLINE GRANT APPLICATION:

If you do not have access to a computer, you are invited to make an appointment to use a computer at the Five Wings Arts Council office. Please call 877-654-2166 or email vicki.fwac@arvig.net to make an appointment.

BEFORE filling out the application, it is advised to thoroughly read the Program Guidelines of the Five Wings Arts Council (see below). Doing so will help you determine your organization's eligibility, any restrictions, compliance requirements, the Council's review criteria and other important information about the grants program.

The information requested in this form is needed for the Arts Council to adequately review your request for grant funds and to provide required information to our funders. You must answer, as completely, but succinctly, as possible. Please only address the information requested within the question. Do not expound further, since you will most likely be asked to provide further information about the proposal in other questions. The applicant is responsible for the quality and scope of responses.

Applications must be submitted by the deadline date to be eligible. Applications submitted after the deadline will not be considered for that grant review round.

To begin grant application process, go to the **GRANTS page of the Five Wings Arts Council's website** click on **APPLY HERE**. Upon doing so you will come to a screen to log onto the Five Wings Arts Council Online Grant Process. First Time Users of the Five Wings Art Council Grant process will need to create a username (their email address) and password, then complete the questions in the registration process. Registered applicants should enter their username and password to access their grant account.

Tip: If others are to access the online account and the FWAC application, the log in information will have to be shared. Keep this in mind when creating the online account.

Once the registration process is completed and an account has been established, the application process can begin.

Tip: While answers can be developed directly in the online application and saved, we suggest that the answers be created in the Word Document so the information can be copied and pasted into the appropriate dialog box in the application. Keep in mind that formatting, such as bold, italics, bulleting etc do not transfer to the online application form. When working in Word, periodically do a character count to ensure your answer does not exceed the character limit for each question.

Start by becoming familiar with the application and process.

Tip: Read or watch the tutorial found on the Five Wings Arts Council's GRANT page at Grant Application Tutorial (Document) or Grant Application Tutorial(Video).

Tip: Note that there is a SAVE DRAFT button at the bottom of the application, alongside the SUBMIT button. You can use this as frequently as needed. While the application software automatically saves every 20 minutes, we encourage you to use it whenever you have added critical components to your application. In order to complete an upload for such support materials as the budget, work samples etc. you are required to use the save button to finalize the uploading of the document into the application.

Tip: We recommend that you create an electronic folder in your computer, labeled for each particular application. In this folder store your word draft, downloads of the Question Legend from the grant application process, budgets, support documents etc.

Answer each question marked as "Required," and any others that apply to your application.

Submit your application online and include:

- A. Supporting materials limited to those essential for the project.
- B. 501(C)(3) letter. Government units and public schools do not have to submit this letter. If using a fiscal agent you must submit their 501(c)(3) letter.
- C. Fiscal Agent Agreement (if applicable)
- D. Budget—using form provided within the application

Applicants are strongly encouraged to call the FWAC office at 877-654-2166 to discuss eligibility or to have a draft of the application reviewed at least 10 working days before the deadline date.

Applications must be submitted on or before the deadline date. Applications received after the deadline are ineligible and will not be reviewed in that grant review round. If the applicant wants the council to review the application in the following grant round, it will need to be resubmitted.

Uploading Documents as Required in the Application:

You will be asked to upload support documents at various points in the application.

- We recommend that once the document is prepared to your satisfaction, convert it to a PDF, then upload the PDF. By doing so you ensure that the formatting and font used in the original document will be seen as intended by the reviewer. If you have a hard copy, scan and save as a PDF, then upload.
- Fax-to-File: If you don't have a scanner, but have access to a fax machine, you could use Fax-to-File to convert your documents to PDF's. A Fax-to-File feature is available within the application to help convert documents from hard copy to digital PDF format. "Fax-to-

File” can be access at anytime in the upper left column under tools during the application process.

Click on Fax-To-File and you will be presented with a toll-free number. Once you have a fax number, you will have a 20 minute period to fax needed documents for conversion. Click the “Finished Faxing” button to see a list of files. Converted documents will be available to download to your computer. After downloading, the documents can then be uploaded during the application process. Contact the FWAC office if you need further assistance in converting files.

GUIDELINES FOR SCHOOL ARTS PROJECT GRANTS OVERVIEW

Five Wings Arts Council School Project Grants are intended to support partnerships between schools, individual artists and their communities to improve student arts learning. Grants may be used to support fees for resident artists, time needed to establish communication and understanding between involved partners, to find ways to combine existing resources in creative ways and to develop new arts learning opportunities for students.

The residency artist acts as a professional role model, assists teachers and students in using the creative process in their work and lives, and draws attention to the necessity for arts in the classroom and in the community. Although the artist may teach during the residency, the artist should function in partnership with the classroom teacher. The artist should not be expected to perform as a curriculum specialist.

The goals of the program are to advance arts education in Five Wings area schools through artist-teacher partnerships; to convey to students and teachers that the arts are essential to education and daily life; and to help students learn in the arts and literature. Qualified artists work with teachers in educational settings to reinforce students’ critical thinking, self-discipline, and creative self-expression.

Applicant Eligibility Items

- Applicants may be any public or private non-parochial school in Cass, Crow Wing, Morrison, Todd, or Wadena counties that primarily focuses upon the education of students in grades K-12.
- Applicants may apply for up to \$5,000 per individual project.
- Applications are accepted on an ongoing basis. Projects can not begin until 10 days after board review of the application.

DEFINITIONS:

"Project Director" is the person designated by the applicant organization as responsible for overseeing the implementation of the proposed project. This person is responsible for the timely submission of all required forms and reports to the Five Wings Arts Council.

"Key Contact Person" is that person empowered to enter into contracts for the applicant organization. This may be the executive director, the board chairperson or president or other authorizing official.

"Project Starting Date" is when a financial commitment has been made toward the project. Examples of financial commitments include, but are not limited to: ordering play books, advertising for auditions, making a deposit to sponsor a touring group, signing a contract for a performance, etc. Projects for which there has been any kind of financial commitment prior to that grant round's "Earliest Starting Date" on the Application Deadline Schedule will not be eligible for funding.

THE RESIDENCY MODEL

There are many effective approaches to arts education in the schools. The following model is outlined here as a reference only and not to be interpreted as the only way to achieve your school district's arts education goals.

Choosing an Artist

Schools must select an individual artist or collaboration of individual artists (not an arts organization) prior to applying for a grant. Artist fees and travel/expense reimbursement should be negotiated between the school and artist(s) prior to completing the grant application. Fees for performing groups, ensembles or all-inclusive fees may vary and be considerably higher.

Resources to identify potential artists

- Five Wings Arts Council Staff can provide a list of artists
- MN State Arts Board www.arts.state.mn
- Library Legacy Artist, Performer, and Partner Directory www.mnlegacygrant.org

NOTE: The above agencies do not run background checks on artists listed in the Roster of Artists. Schools should follow Minnesota law and district hiring procedures regarding criminal background checks for all personnel working with youth.

CREATING A SUCCESSFUL RESIDENCY

Many schools have found the following steps useful in planning a successful residency that meets the needs of their teachers and students.

- Select a residency coordinator/contact person who will work with teachers and artists to plan and carry out the residency. The coordinator may be responsible for artist selection, managing residency details, and preparing the grant application.
- Form a planning committee to oversee assessment of arts needs and overall residency planning. Members may include administrators, teachers, parents, community members, and students.
- Examine your school's artistic goals and arts curriculum objectives to determine how the residency will enhance those activities.
- Determine appropriate residency activities. Select an arts discipline or a number of disciplines, and the types of artists with whom you would like to work.
- Interview several artists and view their work to select artists who will work well with your teachers to help you accomplish your goals.
- References: Contact the artist's references. You may request alternative references in order to discuss the artist's strengths in regard to a particular age group or residency type.
- Ask the artist you select to become part of the planning team to work with you on goals, objectives, schedule, core group composition, teacher involvement, community events, publicity, evaluations, and budget. The artist should receive a copy of the complete grant application to clarify expectations.

Length of Residency

Although not always feasible, an artist residency of at least five days is recommended for artist contact; longer residencies are encouraged. Artist contact should be limited to four hours per day, but no fewer than two hours a day. Residency days need not be consecutive. Contact periods include: class sessions with students, structured in-service training or classes with teachers, and demonstrations or performances meeting the community involvement component. Artists should not be expected to teach more than four classes per day, regardless of the length of the classes.

Core Exposure Group

A core group is defined as a specific group of arts learners who work with the teaching artist more than any other group of arts learners during the residency. An exposure group is defined as other arts learners who work with the artist during the residency on a limited basis, outside the core group. At least one core group of arts learners should receive extended in-depth contact with the teaching artist during the residency.

Teacher/Artist Planning Day

A separate, four-hour planning period between each artist and the contact teacher should take place prior to the residency. More in-depth planning is encouraged for residencies longer than five days. Each artist should be paid at their regular rate of pay for the planning day, and this amount must be included in the residency budget.

Teacher/Artist Contact

At least two hours per residency week of teacher/artist contact time must be scheduled as part of the teaching artist's paid contact time. Contact time may include in-service workshops with many teachers; private meetings with the core teacher; student evaluation, assessment, and hands-on arts activities; planning and follow-up activities; or arts program consultation.

Teacher/Artist Evaluation Day

A separate four-hour planning period should be set aside for the teaching artist and the contact teacher to reflect on the residency goals and activities. More in-depth evaluation is encouraged for residencies longer than five days. Each artist should be paid at their regular rate for each evaluation day, and this amount must be included in the residency budget.

Partnership

To ensure a successful residency, the teacher must be present during all teaching artist-student contact time so the teacher and the teaching artist can work cooperatively to maintain a productive working environment in the classroom.

Community Involvement

To broaden the total impact of the residency, the general community must be involved in some aspect. For example, schools may invite the community to an exhibit of arts learners' residency work, host an

evening where the public may meet the artist(s), or sponsor a community education class.

PREPARING A STRONG APPLICATION

A strong grant application clearly conveys definitive goals, planned activities, and expected outcomes of the proposed project. Please use the following suggestions in planning and preparing your request.

Project Description

- What is the residency plan?
- Describe the proposed residency including dates, times, brief lesson plans, etc.
- Identify who will make up the core group and exposure group, the proposed contact time activity, how the members of the groups will participate in the residency, and why these groups were chosen.
- What impact will the residency have on those involved?
- Artist/teacher: How will they work together? Include any in-service plans or preparation time. How will teacher(s) participate?
- School preparation: How will the students, education staff, and community be prepared for the residency?
- Community Component (required): How will parents and the broader community be involved in the residency? • How will this residency enhance the artistic goals of your school?

Artistic and Educational Goals of the Project (should be specific, measurable, achievable, realistic, and time-bound) :

- Describe the artistic and educational goals of the school and how the artist and residency activities will supplement these goals.
- How does the residency tie into the curriculum or address the graduation standards?
- How does this residency fit into your long-range arts education plan?

Evaluation of success and impact of project:

- Evaluation should provide a measurement of how successfully goals were achieved
- Please tell us your evaluation plan. What will you do to measure if this project has achieved its goals?

Key Artists/Personnel

- Identify the artist(s) and describe why they were chosen for this project.
- Resumes, bios, or promotional materials must be included.

Evaluation

- How will you evaluate the impact of the residency?
- How will you determine whether the residency met its goals?
- How will student learning be evaluated?
- How will you evaluate the impact that the residency had on all involved?

Need or Demand

- How is this project fulfilling a current need in the school/community?
- Who is involved in the planning team for this residency? Please give names and titles along with a brief

description of how each person is involved in planning, implementation, fundraising, publicity, community event, evaluation, documentation of the residency, etc.

Project Expenses

- List all expenses directly associated with the residency/project in the appropriate line item.
- Artist fees include any direct compensation to the artist or group.
- Artist travel and expenses include costs specifically identified with the residency, such as accommodations, food, transportation, etc. Indicate the rates used. The rates should be negotiated between the artist and the contact teacher. When making lodging arrangements, the school may consider some cash saving measures, such as housing the artist with a host family (check with the artist first), asking a local hotel to donate all or part of an artist's stay, or providing the artist with complimentary lunches.
- Student transportation includes costs associated with student travel if applicable. For example, the cost of a bus to take students off-site as part of the arts learning experience.
- Rental includes payments for renting special equipment necessary for the residency activities, rental of office, rehearsal space, theater, hall, gallery, or artistic studio space not routinely used by the school, or space used outside normal school hours.
- The FWAC School Arts Project grant is primarily intended to cover artist fees and expenses.
- Keep administrative and personnel expenses to a minimum. For all administrative personnel, multiply the number of hours by the hourly wage. Do not include teachers' regular classroom time. You may include the time that teachers will spend planning or taking in-service training during the residency.
- Other salary expenses may include payments for salaries, wages, fees, and benefits specifically related to the residency. This might include substitute teachers, clerical staff, and support personnel, such as maintenance, bus drivers, ushers, etc.
- Expendable supplies are any arts materials needed to complete the project.
- Miscellaneous expenses may include costs associated with documenting the residency, etc.
- Contact FWAC staff regarding any other expenses that may not fit within the above guidelines.

Project Income (not required) :

- List all income or cash match equivalent directly associated with the residency/project in the appropriate line item.
- Cash is any funds or cash match equivalent that the school district is allocating toward the project. For example, if the school is absorbing the cost of a substitute teacher, bus driver, or custodian please list that as a cash match equivalent.
- Other Grants may be any other financial contribution from sources other than the school. For example, the local Lions Club, VFW, or PTO has donated to the project.
- Earned Income may include ticket sales to an event associated with the residency, concession sales, or other fund-raisers specifically associated with the residency.
- Although not required, the strongest applications demonstrate at least a modest financial commitment to the proposed activity.

Grant Funds May be Used for the Following (Keep this in mind when crafting project budget):

- To pay arts collaborators for their time and services for planning and reflection time, and in-classroom time spent collaboratively implementing the lesson(s).

- To pay teachers for planning and reflection time that occurs beyond the school day
- To pay for substitute teachers when needed to facilitate daytime planning and reflection meetings.
- To use no more than 10% (\$500) of the grant funds to pay for curricular materials or art-making supplies. Matching funds may be used for these items.

Grant Funds May Not be Used (Keep this in mind when crafting project budget):

- To supplant discontinued or nonexistent arts programs in schools.
- To compensate ongoing school personnel in full or in part.
- To pay an artist or arts organization to provide normal arts curriculum that an ongoing teacher or arts specialist would be expected to provide.
- For tuition for teachers to earn degrees, meet licensure requirements, or meet continuing education requirements to retain a teaching license.
- To purchase equipment for or improve facilities within K-12 public schools. The exception will be, if a nonprofit arts or community group also uses the school facility for rehearsal, classes, performances, or exhibitions, and it needs equipment or facilities improvements for its own work. The arts or community organization could apply for and receive a grant and could develop a cooperative agreement with the school that spells out how the school could also benefit from the purchase items or improvements.
- Food and reception expenses.

REVIEW CRITERIA:

All applications will be reviewed and evaluated on the basis of these criteria:

Artistic Quality or Merit

- As determined by the recognition of the participating artist(s), artist involvement, experience and other stated qualifications of the artist(s) involved in the proposed project, and the value of the project to the school and community it intends to serve.
- Potential for positive impact on arts learning.
- General impression of project. How authentic is the artistic approach? Is the approach somehow innovative? Does the project present a unique opportunity?
- How likely is it that the proposed activity will result in the proposed outcome.

Community Need

- As indicated by limited opportunities in the community to engage in quality arts learning activities.
- As demonstrated by school and community involvement in the planning and implementation of the proposed project.

Goals and Evaluation:

- Are goals doable and reflect challenge and growth for the students?
- Do evaluation methods measure the achievement of the goals?

Applicant’s Ability to complete the project:

- How realistic is the plan? Is it likely to result in the successful completion of the project? What backgrounds do applicants (e.g., key artists, teachers, coordinators) have that suggest that they will be able to successfully complete the proposed program?
- Is the evaluation process clear?
- As indicated by the relationship of the project budget to the project goals. Is the budget clear?

VIII. REVIEW PROCESS

- A.** Applications are reviewed for accuracy, completeness and eligibility.
- B.** Arts Council members have access to copies of all applications at least ten days prior to the review meeting.
- C.** Council members with a conflict of interest in regard to a specific applicant or project will inform the council and comply with the Five Wings Arts Program Bylaws.
- D.** Applicants may be requested to be available to respond to questions from the arts council by telephone at the time of the review.
- E.** In reviewing the applications, the Council members will first determine the eligibility of the application, based both on the organization's eligibility and the project restrictions. Any projects which are determined to be ineligible shall be eliminated from the review process.
- F.** The Council reserves the right to reduce the "Estimated Total Project Cost" by items determined to be ineligible for funding and/or questioned budget items.
If the ineligible items in the application reduce the amount requested to less than 80% of the original request, the project will not be funded. Examples of ineligible costs include, but are not limited to:
1. Reception expenses (ie, food, refreshments, etc.)
 2. Ribbons, prizes, flowers, gifts, awards, etc.
 3. Building space and equipment owned by the applicant
 4. Materials and supplies sold to participants
 5. Materials, supplies, equipment, etc. used for personal gain of participants
 6. Long-life items and permanent fixtures
 7. Monthly/seasonal/annual office or telephone rental
 8. Monthly/seasonal/annual storage costs
- G.** The Arts Council may request a revised budget and/or project description before making a final recommendation on grant applications.
- H.** Through majority vote, the Council will make a recommendation for full, partial or no funding, based on the established criteria for:
1. Artistic quality and merit of the project;
 2. Need or demand for the project; and
 3. Ability of the applicant to accomplish the project.
- I.** Applications will be ranked in descending numerical order.
- J.** Grants are awarded to the extent of funds available. If the funds remaining are equal to or greater than 80% of the amount requested, the highest-ranked applicant will be offered the funds. If two applications receive identical ratings, the application with the earliest receipt date will be given first

priority. Should the applicant refuse the offer, the funds may be awarded to the next ranked applicant.

IX. TERMS OF GRANT/GRANTEE RESPONSIBILITIES

A. Notification of Arts Council Action

All applicants will receive notification of acceptance or rejection within 14 days after final review of the application by the Arts Council, except when a revised budget and/or project description is necessary. In that case, applicants will receive notification and Letter of Agreement form within 14 days after the receipt of the revised budget and/or project description.

B. Letter of Agreement

The Letter of Agreement is a legally binding document signed by an authorizing official of the organization which has received an arts grant. The contract obligates the organization to perform proposed activities, to fulfill the requirements in the contract, and to maintain its financial records open for audit. Specifically, the parties will agree that:

1. The project will be carried out in compliance with the project description, personnel, budget and dates, as set forth in the application which reflects any revisions made and approved
3. Equal opportunity to participate in and benefit from the programs of the Minnesota State Arts Board is provided to all individuals regardless of race, national origin, color, sex, age, religion, sexual orientation, or disability in admission, access, or employment.
4. The following credit-line will appear on all programs and publicity related to the project: *"This activity is made possible by the voters of Minnesota through a grant from the Five Wings Arts Council, thanks to a legislative appropriation from the Arts and Cultural Heritage Fund."*
5. Funds for this project will not be released until a Final Report from any previously funded project has been submitted and approved.
6. All future grants will be contingent upon complete compliance with the terms of this agreement.
7. The Five Wings Arts Council shall have access to any books, documents, papers, and records regarding the granted project in the case of an audit or evaluation of the project. These records and supporting documents shall be retained for a period of three (3) years following the completion of the project. The grantee's authorizing official must sign and return to the Five Wings Arts Council, within 21 days from the date of mailing, one copy of the Letter of Agreement and necessary attachments if notified of grant approval.

Occasionally, "riders" or conditions will be placed on use of the grant funds. These conditions will be clearly outlined in the Letter of Agreement.

In the event a grant is awarded to a fiscal agent, the fiscal agent must sign the Letter of Agreement and all necessary forms. The organization must have submitted an agreement with the fiscal agent as described in the "Eligibility and Requirements" section of this Program Information.

The recipient must comply with all federal and state regulations specified in the Letter of Agreement.

C. Approval of Project Revisions

The grantee must notify the Five Wings Arts Council in writing at any point if the program or project is changed from the way in which it was described in the grant application. This includes, but is not limited

to, substitutions in personnel, change of project dates, receipt of additional funds, and/or other changes. Changes in the project must be approved by the Arts Council and may result in a revision of revocation of the grant award.

The Arts Council Executive Director will review the revisions requested to ensure that the change does not make the project ineligible for support. The grantee will be notified of the approval or non-approval of the project changes.

D. Reporting

Grant recipients must submit a final report to the Five Wings Arts Council within 30 days of the date stated in the application as the end of the project. The grantee must fully complete the CAAP Final Report form, including all requested uploads, copies of press releases, newspaper articles, project publicity, and communication with elected state officials.

Failure to submit any final reports will adversely affect the recipient's eligibility for future funds. The recipient may be required to submit a certified audit report of the organization or a project funded by the Five Wings Arts Council.

E. Grant Termination

A grant may be terminated at any time under the following circumstances:

1. By mutual written consent of the Five Wings Arts Council and the recipient;
2. Upon the written request of the recipient, but such termination shall not necessarily relieve the recipient of its responsibilities as set forth in the Letter of Agreement;
3. By the Five Wings Arts Council upon the failure of the recipient to comply with one or more of the conditions of the Letter of Agreement. Such termination shall be effective upon receipt of written notice by the recipient.

A commitment of funds to a recipient may be rescinded by the Five Wings Arts Council if one of the following conditions exists:

1. The recipient does not return the signed contract and/or attachments within 45 days of the mailing of the notification of grant award letter.
2. The recipient does not return a revised budget and project description within 30 days of the notification letter of Arts Council action.
3. The recipient does not request the grant within 21 days of receipt of the grant's letter of agreement.

X. GRANT MONITORING AND EVALUATION

A. Final Report

Grantees must submit a final report to the Five Wings Arts Council office within 30 days after end date for the project that was stated in the grant application, unless approval has been secured for change in end date. This includes:

1. final financial report
2. financial records,

3. project narrative and evaluation
4. copies of press releases, newspaper articles, and project publicity

B. Evaluation by Arts Council

Whenever possible, Five Wings Arts Council members will attend and evaluate funded projects.

C. Acceptance of Final Report

The final report will be reviewed by the staff for compliance with the "Terms and Responsibilities" as set forth in the Letter of Agreement and application. The staff will notify the grantee of the acceptance/rejection of the final report.

XI. APPEALS POLICY & PROCEDURES

Any applicant who can show cause that established grant review procedures were not followed may file an appeal as described below. There is no right of appeal for dispute of decision of the Five Wings Arts Council with respect to artistic quality or merit, artistic excellence and leadership, or the quality of any particular work of art.

The following appeal procedure shall be followed by the applicant:

- A.** Written notification of a request for hearing must be submitted to the Executive Director of the Arts Council within ten (10) working days from the date of receipt of the official notification of the Arts Council's decision. The notice of request for hearing must set forth the basis for the appeal of the issues to be heard and determined by the hearing board.
- B.** Upon receipt of the written request for hearing, the Executive Director will, within ten (10) days, set a date for the appeal hearing.
- C.** The Five Wings Arts Council shall act as the hearing board.
- D.** A decision will be reached by the hearing board at the end of the hearing. The applicant will be notified within five (5) working days of the decision.