



OREGON ARTS  
COMMISSION

## Guidelines: Grants for Arts Learning

*For activity occurring between July 1, 2010 – June 30, 2011*

***Electronic Application Only: Deadline: May 1, 2010***

### **Oregon Arts Commission: Vision and Goals**

The arts and culture are touchstones of community and civic life and it is essential to preserve, stabilize and develop their central role to benefit Oregonians and Oregon's quality of life. The Oregon Arts Commission believes:

- The arts help us discover who we are.
- The arts bring people together, strengthening communities.
- The arts are critical for our students.
- The arts add value to Oregon's economy.

The Commission's grants, programs and services work to encourage that:

1. Oregonians have wide access to the arts and their intrinsic and extrinsic benefits.
2. Oregon arts organizations have the skills and resources to offer high quality programs throughout the state.
3. Public and private support for arts and culture is increased and leveraged.
4. Oregonians have access to quality arts learning opportunities.
5. Oregon artists create work of acknowledged high quality.

### **Purpose of the Grants for Arts Learning**

The Oregon Arts Commission's Grants for Arts Learning support efforts to:

- Expand opportunities for children and youth to participate in and increase their skills, understanding and knowledge of the arts.
- Provide professional development opportunities so Oregon's teaching artists, arts professionals, and teachers have increased capacity to teach the arts.
- Advocate for the arts as basic to the education of children and youth in grades pre-K – 12.

The grants support teaching and learning in and about the arts in K-12 schools and communities. The grants also support programs and activities that promote the arts as an integral part of K-12 education.

Requests for Grants for Arts Learning may include support for the following:

- Regional or statewide work with schools and communities to develop, implement and deliver substantive arts education programs for students and teachers;
- Advocacy work and networking among teachers, artists, students and communities to make the arts an integral part of learning.
- Clearinghouse services providing information about research, programs, services and issues in arts education.
- Professional development for teachers including institutes, conferences and workshops.

While the focus of Arts Commission support is arts education programs within schools, meaningful co-curricular or extracurricular activities also are important. These can take place as part of an extended school day or other after-school program, during vacation periods, and in cultural organizations.

### **Funding Priorities**

In selecting groups for Arts Learning funding, the Arts Commission gives priority to regional and statewide arts learning program providers who offer a variety of the above services on a sustained basis. The most competitive proposals from discipline-based arts groups will provide students with depth of experience, link program plans and desired outcomes to Oregon standards and curricula, and offer unique or specialized services in a community or region.

Priority for funding will be given to applicants that offer sustained and substantive arts education programs for students and teachers rather than single events or stand-alone activities.

The Oregon Department of Education offers an online summary of Oregon's content standards in the arts at: <http://www.ode.state.or.us/teachlearn/real/standards/>

### **Eligibility**

**Applicants must meet the following eligibility criteria for Grants for Arts Learning funding:**

- have IRS 501(c)(3) federal tax-exempt status;
- have corporate, non-profit status in the state of Oregon;
- operate within a mission statement that describes *the arts as the primary purpose of the organization*;
- have been in existence for a minimum of two years;
- be current with all reports if a prior Oregon Arts Commission grantee;

**Individual public, private, and parochial schools may not apply, but may be included in a grant proposal as a participating partner.**

### **Access Compliance**

Any entity that provides services to the public must comply with the Americans with Disabilities Act. Arts organizations specifically must be familiar with section 504. The Arts Commission provides assistance to Oregon arts groups on issues of access. Contact Shannon Planchon, Assistant Director, (503) 229-6062 or [shannon.planchon@state.or.us](mailto:shannon.planchon@state.or.us). TDD Assistance is available at (800) 735-2900.

### **Limitations**

Grants for Arts Learning will not fund:

- Capital construction;
- Tuition assistance for college, university, or other formal courses of study;
- Projects that have already been completed;
- Events whose primary focus is to raise funds for a non-arts purpose.

## Review Criteria

The following criteria will be used to evaluate Grants for Arts Learning applications:

- Quality of Services and Outcomes (40 points)** The degree to which the applicant has assessed arts learning capacities in the region or discipline(s) to be addressed or served. How the proposed programs/plans address the demonstrated arts education needs and issues in the areas served. How the proposed programs and activities are linked to Oregon’s content standards in the arts. The degree to which the applicant demonstrates the use of quality professionals and resources to accomplish goals.
- Organizational capacity (25 points)** The applicant’s ability to initiate programs and manage and sustain the organization; key accomplishments in arts learning throughout the organization’s history; skills and capacity of paid professional staff.
- Resource development (15 points)** Resources and/or partnerships that have been developed to support and sustain the arts education services proposed and/or delivered.
- Evaluation (20 points)** How the applicant measures achievements in arts learning as well as program progress and impact. The degree to which the applicant clearly states the desired outcomes of the proposed activities and outlines a plan for measurement, including the use of evaluation findings.

## Scoring Guide

The following scoring guide will be used to evaluate Grants for Arts Learning applications:

	<b>High Scoring Application— (100-66 points)</b>	<b>Mid-Level Scoring Application— (65-33 points)</b>	<b>Low Scoring Application— (32-0 points)</b>
<b>Quality of Services and Outcomes—  (40 points possible)</b>	<ul style="list-style-type: none"> <li>Application clearly and specifically defines the needs of the region served as addressed by the applicant.</li> <li>Proposed activities realistically address defined regional needs.</li> <li>Outline of planned activities is clearly articulated.</li> <li>Program is aligned with specific Oregon content standards.</li> <li>Highly qualified personnel deliver services.</li> <li>Applicant clearly demonstrates ability to achieve stated goals.</li> </ul>	<ul style="list-style-type: none"> <li>Application identifies regional needs broadly, but lacks clarity.</li> <li>Additional assessment is required to determine benefits of proposed activities.</li> <li>Planned activities are stated, but lack specificity.</li> <li>Program is connected to Oregon content standards, but connection is weak or not compelling.</li> <li>Personnel are adequately qualified, but may need additional training.</li> <li>Applicant’s ability to achieve goals is questionable.</li> </ul>	<ul style="list-style-type: none"> <li>Application does not articulate regional needs or lacks adequate assessment of those needs.</li> <li>Program is not aligned with Oregon content standards.</li> <li>Proposed activities are not connected to defined needs.</li> <li>Qualifications and strengths of personnel cannot be determined from application.</li> <li>Applicant fails to demonstrate ability to achieve stated goals.</li> </ul>

	<b>High Scoring Application— (100-66 points)</b>	<b>Mid-Level Scoring Application— (65-33 points)</b>	<b>Low Scoring Application— (32-0 points)</b>
<b>Organizational Capacity—  (25 points possible)</b>	<ul style="list-style-type: none"> <li>• Applicant has clearly identified resources to sustain proposed activities.</li> <li>• Applicant has demonstrated accomplishments in arts learning programs and service delivery.</li> <li>• Paid professional staff is highly qualified and organization is appropriately staffed to manage programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant demonstrates reasonable ability to initiate programs and is moderately sustainable.</li> <li>• Applicant has some level of accomplishment in arts learning.</li> <li>• Paid, professional staff has a reasonable level of skill, but applicant lacks some FTE.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant does not demonstrate ability to initiate programs or sustain the organization.</li> <li>• Unable to determine applicant’s key accomplishments in arts learning.</li> <li>• Applicant lacks qualified, paid, professional staff members, or has extremely low FTE.</li> </ul>
<b>Resource Development—  (15 points possible)</b>	<ul style="list-style-type: none"> <li>• Clear and meaningful partnerships sustain and enhance proposed arts learning services.</li> <li>• Sufficient resources and multiple funders clearly support program over the long term.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant demonstrates some level of resource development, but on-going support of programs is uncertain.</li> <li>• Resources do not include partnerships or collaborations.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant does not demonstrate resources or partnerships that sustain the proposed arts education services.</li> <li>• Resources are scarce.</li> </ul>
<b>Evaluation—  (20 points possible)</b>	<ul style="list-style-type: none"> <li>• Evaluation plan clearly and thoroughly addresses achievement, progress and impact.</li> <li>• Program outcomes are clear and aligned with stated goals.</li> <li>• Specific plan for use of evaluation findings is stated.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation plan addresses achievement, progress and impact, but is somewhat general in scope.</li> <li>• Program outcomes are stated, but not aligned with stated goals.</li> <li>• Evaluation findings will be minimally used, if at all.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation plan does not effectively measure achievement, program progress or impact.</li> <li>• Program outcomes are not clearly stated or are unrelated to stated goals.</li> <li>• No plan for use of evaluation findings can be determined from the application.</li> </ul>

**Grant Amounts**

The Arts Commission will award a variety of grants at differing levels depending on the scope and nature of the arts services provided. There are limited resources, and not all eligible applicants will receive funding.

Grants for Arts Learning will generally range from \$4,000 to \$15,000 and are intended to contribute to an organization’s full range of sustained arts education programming. Application budgets should include all administrative, personnel, and program costs, with the exception of capital expenditures.

### **Matching Requirements**

Oregon Arts Commission grants must be matched at least dollar-for-dollar with earned, contributed or in-kind support. The most competitive applications typically show some amount of cash match committed by other funders.

### **Deadline**

All applications for Grants for Arts Learning must be submitted electronically online via the Oregon Arts Commission website, [www.oregonartscommission.org](http://www.oregonartscommission.org).

**Applications for FY11 funding must be submitted before and no later than 10:00 p.m., May 1, 2010.**

### **Technical Assistance**

Assistance from the Arts Commission staff is available to applicants. Contact the Oregon Arts Commission office at (503) 986-0082 or [oregon.artscomm@state.or.us](mailto:oregon.artscomm@state.or.us) with questions. Copies of these guidelines are available from the Arts Commission or on-line at the Commission website [www.oregonartscommission.org](http://www.oregonartscommission.org). All final applications must be completed online.

### **Application Review Process**

Arts Commission staff will review submitted applications for eligibility, completeness, and budget accuracy.

Each eligible application is referred to a panel of arts professionals for review. Panel meetings are open to the public and all applicants will receive advance notice of the meeting time and place. The panel reviews and rates each application. Scores are provided to the full Commission, which will consider the panel ranking as well as the geographic and programmatic services provided when making its grant awards. Applicants are notified of the Commission's decision by mail following the Commission meeting.

### **Final Reports**

The Arts Commission documents the impact of the arts in Oregon. To help the Commission discuss the results of public funding, arts organizations receiving grants must complete a final narrative and budget report. Final financial reports must reflect the application budget as submitted or revised to the Arts Commission. Grant reports must be submitted within thirty (30) days of the completion of the grant period. All grantees are subject to periodic monitoring by the Oregon Arts Commission and must retain fiscal records for a period of three (3) years following completion of the grant period.

Organizations that have been previously funded by the Arts Commission must fulfill final reporting obligations before new grant funds will be distributed. Grant funds will be withheld until outstanding prior final evaluations have been completed and filed with the Commission.

### **Alternate Format Application**

Upon request, Arts Commission grant application materials will be made available in alternate format such as Braille, large type, or on audiotape.

For applicants who are hearing-impaired and require TDD assistance, please call (800) 735-2900.

The application will be completed on-line. It is best to type your answers in a word processing program, then save as a text file to limit the amount of file corruption. Character counts vary from software to software, so be aware that the answers may be cut off if you exceed the count. You may print a PDF as you go along to check your work. The application will be evaluated based on the text that prints on the PDF.

**You must save every page at the bottom of the page before you move on to the next, or you will lose information.**

# Application Questions

## Organization Profile

- Enter the name of the organization's Executive Director.
- Enter the phone number for the Executive Director.
- Enter the e-mail address of the Executive Director.
- Enter the name of the project coordinator.
- Enter the title of the project coordinator.
- Enter the phone number for the project coordinator.
- Enter the e-mail address for the project coordinator.
- Enter the organization's total operating revenue for the next fiscal year?
- Enter the Oregon State House District for the organization. If you do not know the district, please go to: [Http://www.leg.state.or.us/findlegsltr/home.htm](http://www.leg.state.or.us/findlegsltr/home.htm)
- Enter the Oregon State Senate District for the organization. If you do not know the district, go to: [Http://www.leg.state.or.us/findlegsltr/home.htm](http://www.leg.state.or.us/findlegsltr/home.htm)

## Quality of Services and Outcomes

- What are the arts learning needs and capacities in the region or within the arts discipline served by the organization?
- Describe the arts learning project activities for the next fiscal year.
- How do the proposed activities address the unmet needs or capacities?
- What are the outcomes (or goals) of the arts learning programs or activities? What specifically will be accomplished through the work?
- How are the proposed activities aligned with the project outcomes?
- How do the proposed activities support Oregon's content standards in the arts? How do they connect to classroom learning? Refer to: [http://www.ode.state.or.us/teachlearn/real/standards/Standards\\_BasicSearch.aspx?SubjectID=11&StrandID=0&LevelID=0](http://www.ode.state.or.us/teachlearn/real/standards/Standards_BasicSearch.aspx?SubjectID=11&StrandID=0&LevelID=0)
- Describe the population served by the program. Discuss the demographics of the population served and the number of schools and districts served. How are schools or sites selected for participation in the activities?
- How are artists and arts professionals prepared or trained to deliver arts learning services? What artistic or professional qualities are required? How are artists and arts professionals selected?
- Does your program offer professional development opportunities to artists, teachers or administrators? If yes, describe the opportunities.

## Organizational Capacity

- Describe the full range of arts learning activities the organization provides. Identify the percentage of total arts learning programming each represents.
- Describe the staff members who manage and deliver arts learning services. Indicate the job title, FTE and % of time devoted to arts learning. Include a short biographical summary of key staff.
- What are the organization's key accomplishments in arts learning?
- List the organization's board members, length of service and their affiliation. Identify which of the members are officers.

## Resource Development

- Describe the partnerships and resources you have developed to support the program.
- Describe the fee structure for the arts learning programs offered.
- How are educators, parents, students, artists, community involved in the development and implementation of programs and activities?

**Evaluation**

- How is achievement of arts learning goals and desired outcomes measured?  
What tools and indicators are used?
- How are services adjusted according to the evaluation results?
- To what audiences will evaluation results be communicated, and what methods will be used to communicate them?

**Budget Snapshot****Arts Learning Project Expenses****Arts Learning Project Revenue**

The applicant will complete the information on line. The Project Expenses MUST equal the Project Revenue.

**Supplemental Material**

Identify the supplemental information you are sending in.

**Certification Page**

The applicant will certify the information within the application.