



OREGON ARTS
COMMISSION

Arts Learning Grant Guidelines

For activity occurring between July 1, 2008 – June 30, 2009

Electronic Application Deadline: May 1, 2008

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.

The Arts Commission seeks to support the following through its Grants for Arts Learning:

- Artists' residencies where students and teachers can participate in and learn about specific arts disciplines. Residencies should be planned with teachers and other school and community leaders to be consistent with national, state, or local standards, curricula, and arts education programs. Teacher training, follow-up visits by artists, and assistance with the development of curriculum or lesson units are encouraged as components of residencies.
- Training for teaching artists to increase their knowledge and skills concerning the developmental needs of students; school "cultures," policies, and procedures; and other matters related to their work with students, teachers, and others in pre-K through 12 arts learning.
- Training for teachers, school administrators, and others to heighten the awareness, knowledge, and skills that are essential to planning, developing, and sustaining arts learning programs.
- Consortia, task forces, or other groups which increase communication and awareness, provide program coordination, and/or undertake model or demonstration projects, curriculum development, student assessment or program evaluation that may help develop public policy.

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 and 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. 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.

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 educational programming. Application budgets should include all administrative, personnel, and program costs, with the exception of capital expenditures. Commission resources are limited, and not all eligible applicants will receive funding.

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.

Applications for FY2009 funding must be submitted by 10:00 p.m., May 1, 2008.

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 with questions. Copies of these guidelines are available from the Arts Commission or on-line at the Commission website 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 panels review and rate 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

So that the Oregon Arts Commission can better tell its story, arts organizations receiving grants must complete a final expense and narrative 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 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 see how it is coming along. **Don't forget to save every page at the bottom of the page before you move on to the next, or you will lose information.**

Application Questions

Program Profile

- What is the name and title of the project coordinator?
- Enter the phone number for the primary project coordinator.
- Enter the 3-mail address for the primary project coordinator.
- Enter the organization's total operating budget for the next fiscal year.
- Enter the Oregon State House District. 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 state senate district for your 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)
- Describe the population served by your program. Discuss the demographics of the population served and the number of schools and districts served.
- Outline the range of arts learning services your organization provides.
- Describe the personnel who manage and deliver arts learning services. Indicate the job title, and % of time devoted to arts learning. Include a short biographical summary of key staff.
- Do you offer professional development opportunities to artists, teachers or administrators? If yes, describe the opportunities.

Quality of Services and Outcomes

- What are the arts learning needs and capacities in the region or within the arts discipline served by your organization? Be specific. How do the proposed programs/plans address the capacity or unmet needs? Be specific.
- What are the overall goals of your arts learning programs or activities? What specific outcomes will be accomplished through your work?
- How are your proposed activities linked to Oregon's content standards in the arts?
Refer to:
http://www.ode.state.or.us/teachlearn/real/standards/Standards_BasicSearch.aspx?SubjectID=11&StrandID=0&LevelID=0
- How are schools or sites selected for participation in your program?
- Through what means do artists and arts professionals deliver your arts learning services? What artistic or professional qualifications do you require? How are artists and arts professionals selected?

Organizational capacity

- What are your organization's key accomplishments in arts learning?
- How did your organization initiate these efforts and how are you sustaining them?
- List your board members, length of service and their affiliation. Identify which of the members are officers.

Resources Development

- Describe the partnerships or resources you have developed to support your program.
- Describe the fee structure for the arts learning programs you offer.

- How are educators, parents, students, artists, community involved in the development of your programs/activities?

Evaluation

- How does your program measure achievement of your arts learning goals and desired outcomes? What tools and indicators do you use? How do you adjust services according to the evaluation? Results? To what audiences will you communicate evaluation results, and how will you communicate them?

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.