



## FY2021 Arts Education Grants

Includes Artist in Residence, Out of School, and Professional Development for Projects Occurring July 1, 2020 through June 30, 2021 (2020-2021 school year)

[Express Touring and Big Yellow School Bus](#) have separate guidelines and application forms.

Please refer to the [FY2021 Guide to Grants](#) (pages 1-19) for complete information on Missouri Arts Council funding policies. Grant Programs are subject to change due to budget restrictions.

### Commitment to Arts Education

Missouri Arts Council recognizes that students and educators can achieve more in their classrooms by engaging with professional teaching artists. The Artist in Residence and Out of School grants are available to schools and other organizations for PK-12th grade students, and the Professional Development grant for educators, are designed to strengthen this kind of learning.

To ensure quality, eligible projects focus on fine arts standards addressing dance, drama, creative writing, music, visual arts, and media arts. Projects that integrate the arts with other curriculum (such as communication arts, social studies, math, or science) are also eligible. MAC works with the Missouri Department of Elementary and Secondary Education to ensure that all projects for children and youth support student achievement, and that all projects for educators fulfill High Quality Professional Development Standards.

### Arts Education Grant Categories

- **Artist in Residence (AIR)** is designed to strengthen the PK-12 school's fine arts curriculum (dance, drama, creative writing, media arts, music, and visual arts) and can also support other curriculum (such as communication arts, social studies, math, or science).

A residency must include direct, hands-on experience between the artist and target and exposure groups within the school environment.

MAC funds may be used to pay artistic fees, artist's travel expenses, and for project-related educational materials and supplies.

- **Out of School (OS)** supports quality arts education activities for *underserved* PK-12 students occurring outside of the normal classroom day. Activities could include as theater productions and art classes and be held inside or outside of the school building.

Missouri Arts Council defines *underserved* as students that lack access to arts education due to geography, economic conditions, ethnic background, or disability. *Organizations requesting support for art courses must demonstrate that the majority of the target audience qualify as an underserved population according to Missouri Arts Council's definition.*

Strong applications are designed to ensure student participation. For example accommodations for student transportation to and from the program should be considered. Attendance fees, if any,

should be minimal with capacity to waive for special circumstances. Missouri Arts Council does not fund scholarships.

Missouri Arts Council funds may be used to pay artistic fees, artist's travel expenses, and for project-related educational materials and supplies.

- **Professional Development (PD)** supports projects designed to strengthen fine arts and arts integration skills for fine arts specialists, classroom teachers, school administrators, and teaching artists. These projects may occur at conferences, school district, or other professional development events. Adherence to the [High-Quality Professional Development Standards](#), as defined by the Missouri Department of Elementary and Secondary Education, will be a funding consideration.

MAC funds may be used to pay fees for speaker, presenter, or facilitator fees, their travel expenses, marketing (when appropriate), and for project-related educational materials and supplies.

## Grant Request

The request amount depends on the grant program (Express or Annual). The award amount are generally smaller than the request amount.

- **Express:** Applicants may request up to 50% of the project costs. The maximum request is \$2,000.
- **Annual:** Applicants may request up to 50% of the project costs. The maximum request is \$10,000.

Payment of the Missouri Arts Council grant is always made on a reimbursement basis. Organizations must have sufficient cash reserves or incoming revenue to pay for all of the expenses upfront and then wait for payment from MAC. It is difficult to estimate processing time because there are many possible reasons for delays. Starting September 2019, all grant recipients must be signed up to receive Electronic Fund Transfer as well as registered as a state vendor with current address and banking information. For more information, consult the [State Vendor System for Payment of Grants](#).

## Match Requirement

Missouri Arts Council grants must be matched on a one-to-one basis. The matching funds should come from cash revenue sources, such as earned, private, or federal or local government. MAC grant cannot be matched with state funding.

Applications must demonstrate that the amount requested will be matched dollar for dollar. For example, a grant of \$2,000 requires a minimum of \$2,000 in matching funds.

If the applicant is a school district, part of the cash match can be any school administrator's or teacher's time spent working on the project. However, their time spent writing the grant application will not be allowed.

## Deadline Schedules

During the course of the fiscal year (July-June), applications are accepted on two different schedules, Express and Annual.

- **Express grant schedule** has a more flexible deadline schedule and quicker turnaround. Funding provided on a first-come, first served basis. MAC encourages organizations to submit their monthly applications early in order to support advance planning and ensure funding availability.

Express applications must be submitted by the first Monday of any month and at least two months

before the project event date. If the first Monday falls on a holiday, the deadline will be Tuesday. The earliest deadline is the first Monday in May. Draft applications must be submitted at least three weeks before the intended deadline. Funding notification is approximately 45 days after submission.

See page 7 for an easy-to-use schedule to determine the latest deadline date and funding notification timing.

- **Annual grant schedule** has a rigid deadline schedule and longer turnaround.
  - Draft Application Deadline (optional): Final Monday in January
  - Final Application Deadline: Final Monday in February
  - Panel Review and Meeting: April/May
  - MAC Board Approval: Late June
  - Funding Notification: After July 1
- **Draft Review.** Your program specialist is available to review draft application and provide feedback to improve your proposal. Changes in response to feedback are not required. The final submission is the applicant's responsibility. Email your program specialist a draft copy of the application, attachments, and support material by the published deadline.

## Application Review Process

Staff verifies that applications are eligible and complete before sending to the Arts Education Panelists for their evaluation. Using the Evaluation Criteria (next section) each Panelist scores and prepares written comments. Missouri Arts Council staff averages the weighted score for each of the criteria and returns this to the panel to assist with their funding recommendation. The Panel's combined evaluation, average score, and funding recommendation is forwarded to the Executive Committee (Express Grants) or MAC board (Annual Grants) for approval.

## Evaluation Criteria

### Artistic Quality (30%)

- The artistic and teaching qualifications of teaching artist, instructor, or facilitator.
- The quality and relevance of the project for learning in the arts.

### Arts Learning (40%)

- Evidence of how the educational goals are related to the local curriculum, [Missouri Fine Arts Standards](#), and [National Standards](#).
- Professional Development: Evidence of how the goals are related to DESE's [High Quality Professional Development Standards](#).
- The quality of the plan as it is related to the educational goal(s) and evidence that student achievement will be measured.
- For returning applicants, the Summary of Outcomes from the prior year's project is evaluated for evidence of student achievement.

## Administration (30%)

- Clarity and completeness of the application.
- Evidence of a support structure for implementing program activities.
- Financial stability of the organization based upon financial reports and audits (Exception: public schools).
- Management ability includes information provided about the work of the planning committee as well as the short bios provided for committee members.
- Budget is evaluated for accuracy, feasibility, and appropriate cash match from operating budget and/or other sources.
- For returning applicants, administration of previous Missouri Arts Council-funded projects, including submission of prompt and complete MAC paperwork.

## Determining Grant Amount

- **Express** Arts Education applications that receive a score of 7.5 or higher are awarded the full requested amount, as long as funds are available. If the scores falls below 7.5 the application will not be funded.
- **Annual** Arts Education: Funding for each application will be determined by a funding formula based on the average score, request amount, and available funding. For example, an application that received a score of 8.8 and requested \$10,000 would be awarded \$8,800 *if sufficient funds were available*. Usually, this amount is reduced proportionally due to funding limitations and so Missouri Arts Council could fund all of the Annual Arts Education grants under consideration. In this example, the \$8,800 would be reduced to \$6,271 when the overall category is receiving 64% of the request amount. Applications with higher scores will receive a higher percentage of their request amount. See [FY2021 Guide to Grants](#) (pages 17-18) for more detail.

## Managing Your Award

**MAC grants are paid as reimbursement after completion of the project.** Adherence to deadline dates, and policies for submitting grant paperwork, is required.

The Final Report includes a Summary of Outcomes, this is a brief report of information gathered through the evaluation and assessment portion of the project. All final paperwork must be submitted no later than 30 days after completion of the project, or earlier if the project ends in June.

Grantees must fulfill specific requirements including using the Missouri Arts Council logo with byline in printed materials, announcing MAC support during project related activities or events, and acknowledging MAC support during interviews with the media. All grantees must submit copies of letters sent to their state representative and senator notifying them of their Missouri Arts Council award.

## Getting Started / Preparation

**Before Starting the Application:** Contact your [program specialist for arts education](#) to discuss the project, to ensure that it is eligible for funding, and for assistance with registering in the online grant system.

**If applicable, register in the [grant system](#).** Consult the “SmartSimple-Registration-Process” for instructions about accessing the application form. Have the DUNS and FEIN numbers on hand before you start. After you are registered, and after you have logged into the system, locate and complete the FY2021 Arts Education or FY2021 Express Arts Education application forms.

**The Arts Education Application form accommodates all three categories:** Artist in Residence, Out of School, or Professional Development project.

**Target Groups:** We ask that you present information about the students and/or educators as target groups of no more than approximately 30 individuals. The application form accommodates up to three target groups, similar information for additional target groups can be provided on a separate page and uploaded to the application.

**Schedule:** In addition to providing a timeline of project activities, the schedule should demonstrate that each target group will engage with the teaching artist for at least five hours.

**Assessment and Evaluation:** In the application you will describe the intended learning outcomes. You must also address planning for student assessment and project evaluation.

- The term “assessment” is used when referring to the collection of data on the knowledge and abilities of individual students acquired through the project. Assessment informs about the teaching and learning process.
- The term “evaluation” refers to the collection and processing of information and data to determine how well the project design met the intended outcome. Examples include student, parent, administrator, and teacher surveys. The evaluation would inform planning of future projects.

A Summary of Outcomes will be required at conclusion of the project, this is a short report about the information gathered through the assessment and evaluation portion of the project.

**Attachments:** This application requires several attachments including Project Schedule, Biographical summary of individuals serving on the Planning Committee, Resume and Letter of Intent from Teaching Artist, Sample Assessment, and if the project was funded in the previous year, the Summary of Outcomes (from prior project). Additional attachments are required of organizations, private, parochial and charter schools.

## Applying for More than One Grant

Schools and other eligible organizations may apply for up to two grants per fiscal year. This could be one Annual grant and one Express grant or two Express grants. However, the applications may not be of the same category. Categories include: Artist in Residence, Out of School, Professional Development, Big Yellow School Bus, and School Touring Program.

Big Yellow School Bus and School Touring Program applications are only accepted on the Express grant schedule. A brief description is provided below. See [separate guidelines](#) for details.

- **Express School Touring Program:** Supports the cost of presenting performing artist(s) at PK-12 grade school assemblies and/or classroom workshops. Performing artists must be identified as

[School Touring Qualified](#) on the [Missouri Touring Performers Directory](#). All Missouri artists listed in Kansas City and St. Louis chapters of Young Audiences are allowed for this grant.

Grant Request: Applicants may request 60% of the artistic fees (for one or several artists), up to \$1,000 per school building and up to \$3,000 per school district.

Missouri Arts Council grants must be matched 40% to MAC's 60%. The matching funds should come from cash revenue sources, such as earned, private, or federal or local government

For this grant, use the [Express Touring guidelines](#) and online application form.

- **Big Yellow School Bus:** Provides up to \$300 to help schools meet the transportation costs of educational field trips to arts institutions and activities in Missouri that are funded by the Missouri Arts Council. Eligible destinations include art museums and music, dance, and theater performances and programs.

Grant Request: Applicant may request 100% of the transportation costs (\$300 maximum) for one or multiple field trips. No match is required for this grant.

For this grant, use the [Big Yellow School Bus guidelines](#) and online application form.

### **For More Information**

Consult the FY2021 [Guide to Grants](#) for details on general funding policies, application review process, advisory panels, and reconsideration policy.

Contact Julie Hale, Arts Education Program Specialist, at [julie.hale@ltgov.mo.gov](mailto:julie.hale@ltgov.mo.gov), or 314-340-6853.

## FY21 Express Grant Deadline Schedule

This schedule shows the latest date that you can submit an application for the corresponding time period.

<b>Project Dates</b> Funded activities will occur between these dates.	<b>Latest Application                      Deadline</b>	<b>Notification                      of Funding Decision</b>
<b>FY2021 GRANT PERIOD (OR 2020-2021 SCHOOL YEAR)</b>		
July 2020 – June 2021	May 4, 2020	Late July 2020
August 2020 – June 2021	June 1, 2020	Late July 2020
September 2020 – June 2021	July 6, 2020	Mid-August 2020
October 2020 – June 2021	August 3, 2020	Mid-September 2020
November 2020 – June 2021	September 8, 2020 (Tuesday)	Mid-October 2020
December 2020 – June v	October 5, 2020	Mid-November 2020
January 2021 – June 2021	November 2, 2020	Mid-December 2020
February 2021 – June 2021	December 7, 2020	Mid-January 2021
March 2021 – June 2021	January 4, 2021	Mid-February 2021
April 2021 – June 2021	February 1, 2021	Mid-March 2021
May 2021 – June 2021	March 1, 2021	Mid-April 2021
June 2021	April 5, 2021	Mid-May 2021