



Hawai'i State Foundation on Culture & the Arts (HSFCA)  
ARTS FIRST Partnership (AFP) Arts Education (AE)  
Professional Development (PD) for K-12 Arts Educators  
Grant Application Instructions  
FY 2020

## BASIC INFORMATION

### ABOUT THE HSFCA:

**HSFCA Mission** – *To promote, perpetuate, and preserve culture and the arts in Hawai'i*

**HSFCA Vision** – *"We envision a thriving and vibrant Hawai'i enriched by culture and the arts"*

**Purpose of the ARTS FIRST Partnership (AFP) Arts Education (AE) Professional Development (PD) for K-12 Arts Educators Grant:**

To support arts education professional development for K-12 arts educators in the State of Hawai'i.

Meets the **HSFCA Strategic Priorities for 2019-2023:**

- Education – Strengthen arts education for all learners.
  - Strengthen and expand programs and collaborations that bring high quality arts education to the lives of students throughout the state.
  - Enhance partnerships with arts and education organizations to develop, align and promote policies supporting K-12 education.

HSFCA is an ARTS FIRST Partner. This meets the **ARTS FIRST Partners Strategic Plan:**

- Pre-service teachers, in-service teachers and teaching artists have access to ongoing and high-quality professional learning opportunities.

Meets the **National Endowment for the Arts** outcome for use of state arts agency federal funds:

- Learning in the arts at all ages of life.
  - Support for activities such as workshops, mentorships, and apprenticeship programs; and professional development for artists, teaching artists, and other leaders.

## ELIGIBILITY AND REQUIREMENTS

### ELIGIBILITY:

Applicants or applications that are not eligible at the time of application will not be accepted.

**Eligibility of Organization Applicants - at the time of application**

- Non-profit organizations, designated as exempt from federal income tax by the Internal Revenue Service (IRS).
- Applicant organization must be based in the State of Hawai'i.
- The organization shall have a governing Board whose members have no material conflict of interest and serve without compensation.



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- The organization shall have bylaws or policies that describe the manner in which business is conducted, prohibit nepotism, and provide for the management of potential conflict of interest situations.
- The organization shall have authorized, in its bylaws or by corporate resolution, specific officers or directors to sign contracts on behalf of the organization.
- Applicant organization must have at least one year's experience with the type of project proposed.
- Applicants must be compliant with state procurement requirements.

**REQUIREMENTS**

- ONE application per applicant organization.
- Grant request must be matched one-to-one with non-HSFCA funds.
- Projects must be implemented entirely in the State of Hawai'i.
- Project implementation period is July 1, 2019 through June 30, 2020.

**STAFF CONTACT:**

For questions and application assistance:

Denise Miyahana, Arts Program Specialist  
Hawai'i State Foundation on Culture and the Arts  
Phone: 808-586-0771 Email: [denise.miyahana@hawaii.gov](mailto:denise.miyahana@hawaii.gov)

**APPLICATION POSTMARKED DEADLINE EXTENSION:**

**Wednesday April 17, 2019 by 11:59 pm HST** - postmarked due date and time, for mail or email.

***Mail address for mailing:***

Denise Miyahana, Arts Program Specialist  
Hawai'i State Foundation on Culture and the Arts  
250 South Hotel St., 2<sup>nd</sup> floor  
Honolulu, Hawai'i 96813

***Email address for emailing:***

[denise.miyahana@hawaii.gov](mailto:denise.miyahana@hawaii.gov)

Complete set of application materials per these instructions are required. Any required



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application materials not received or postmarked by the application due date and time will not be accepted.

If you mail your application materials, you do not need to mail the application via express or private carrier. It is a postmarked deadline, so you can use regular mail.

Do Not fax any of your application materials. Faxed materials will not be accepted.

**Applications received after the postmarked deadline will not be accepted.**

### **CRITERIA FOR AFP AE PD PROJECTS**

Grades K-12 public and public charter schools are the primary beneficiaries of trained arts educators.

An applicant Organization may collaborate with other organizations or institutions, in which case the applicant Organization is taking the lead for the project.

#### **HSFCA PD PRIORITIES**

- (1) First priority is Professional Development for the Artistic Teaching Partners (ATP). This includes training/mentoring to increase knowledge and skills to conduct Artists in the Schools and other K-12 arts residencies, training/mentoring to develop teaching artistry within the ATP ranks, and training/mentoring to build trainer/presenter capacity within the ATP ranks. ATP are the only teaching artists who are qualified to teach in the classroom for Artists in the Schools grants. Artists in the Schools is a HSFCA arts education program and responsibility.
- (2) Second priority is professional development for teaching artists who are not on the ATP roster and/or professional development for classroom teachers at public and public charter schools.

#### **APPLICANT ORGANIZATIONS:**

Applicant Organizations must have experience in the work of professional development for K-12 arts educators.

- Designing, managing, coordinating, administering PD programs and/or projects.
- Addressing curriculum standards and other educational requirements of the State of Hawai'i Department of Education.
- Key project personnel who are qualified to carry out the PD project.
- Collaborating with the DOE, ARTS FIRST Partners, and arts educators.

#### **PD PROJECTS MAY INCLUDE:**

Professional development workshops, classes, institutes, series, residencies and similar



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activities.

Sessions designed for only classroom teachers; or only teaching artists; or classroom teachers and teaching artists together.

Sessions designed to increase teaching artist capabilities of the Artistic Teaching Partners (ATP).

Sessions for mentoring classroom teachers with teaching artists.

Sessions for mentoring ATP.

Sessions that articulate with HSFCA arts residency programs (e.g. Artists in the Schools, Art Bento @ HiSAM, APP Artists in Residence).

## APPLICATION REQUIREMENTS

### REQUIRED APPLICATION MATERIALS:

The **required application materials** are as follows:

- FY20 Project Proposal Narrative Form with appropriate work examples
- FY20 Project Proposal Budget Form
- FY20 Attachment A-Certify Signature-Organization
- Hawai'i Compliance Express – current ecompliance pdf  
(<https://vendors.ehawaii.gov/hce/splash/welcome.html?jsessionid=E6079E54254FA56361990793DD01AD65.prodapp1>)

### DETERMINING / ESTABLISHING NON-PROFIT ORGANIZATION ELIGIBILITY:

- If your non-profit organization **IS currently funded** by HSFCA for a Biennium Grant or Culture Learning Grant, or your organization currently has a project contract with HSFCA, then your non-profit organization is Eligible. Submit the Attachment A-Certify Signature-Organization Form.

If there are no changes to your organization's By Laws or Corporate Policies, then you will submit only the Attachment A-Certify Signature-Organization Form.

If there are any changes to your organization's Bylaws or Corporate Policies, then you will submit the Attachment A-Certify Signature-Organization Form with pdf copies of the Bylaws or Corporate Policies that reflect these changes.

- If your non-profit organization **is not currently funded** by HSFCA for a Biennium Grant or Culture Learning Grant, or your organization does not currently have a project contract with HSFCA, then your non-profit organization **must establish eligibility**. You must submit, ahead of the application postmarked deadline, the following evidence:

(1) Copy of your non-profit organization's Bylaws/Corporate Resolutions and



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Corporate Policies with language for the following:

The board serves without conflict of interest.

Non-compensation of board members.

Nepotism policy.

Management of conflict of interest policy.

Signature of authorization.

Smoking policy.

Nondiscrimination.

*See Sample Wording for your Organization's Bylaws if your organization needs to address these policies*

(2) PDF copy of your IRS letter of tax exempt determination.

(3) Evidence of at least one year of experience with the kind of project that you propose to do. Documentation for this should include a one-page description of this experience, which may be accompanied by flyers, brochures, specific news articles, photo pages, etc. to help you explain your organization's experience with the kind of project that you propose to do. Be selective in your choice of support materials.

- IF you need to submit eligibility materials, submit them at least one month prior to the application deadline. In the event that you would need to make corrections or revisions to any of your eligibility materials, you will then have sufficient time to do so before the grant application postmarked deadline.
  - Email them as pdf documents.
  - Email them to [denise.miyahana@hawaii.gov](mailto:denise.miyahana@hawaii.gov)
- If your Organization does not complete the "establish eligibility process" correctly and completely by the time of the application deadline, your application will not be accepted.

**WE DO NOT FUND:**

Cost items that the HSFCA does not fund:

- Building, renovation, maintenance of facilities, or other capital expenditures
- Activities completed prior to the project period
- Fellowships, scholarships, theses, dissertations, tuition
- Fund raising
- Grant writing, grant management fees or indirect cost rates
- Commissions for visual artists to execute professional works of art
- Costs for food and/or refreshments
- Perquisites (non-salary compensation or other employee benefits)
- Equipment purchases and/or long-term equipment rentals



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- Enduring assets such as musical instruments, musical scores, books, costumes, and props
- Foreign travel
- Subgrants or regrants
- Interest payments, insurance, or similar finance costs, audits
- Utilities and communications costs (e.g. water, sewage, electricity, telephone)
- Un-itemized miscellaneous
- Maintenance or repair costs
- Technology-related expenses, including but not limited to computer hardware or software, Internet, website, or E-mail, or contracted assistance to design or maintain such services

### INSTRUCTIONS FOR FILLING OUT APPLICATION FORMS

#### APPLICATION PACKAGE PREPARATION:

The application forms are writable Word.doc and Excel spreadsheet. The boxes in the word.doc expand as you type.

Word processing: Use a legible font such as Times Roman or Arial, and font size 10 to 12.

Since we need to make copies of your application for panel review:

- **Do Not** staple your application and support materials.
- **Do Not** bind your application and support materials, i.e. no 3-ring binders, folios or pockets, plastic sleeves, etc.

If you email the completed application:

- You can email the word documents/excel spreadsheets, AND/OR
- You can email pdfs of the word documents/excel spreadsheets.

If you scan your documents to make pdfs, please be sure that the scans are presentable and easy to read (i.e. no ugly scans).

#### PROJECT PROPOSAL NARRATIVE FORM:

- **Project FY:** FY2020 pre-filled.
- **Project Title:** Your PD project title.
- **Project Period:** Implementation period. From (no earlier than July 1, 2019). To (no later than June 30, 2020).

Project Contact Information



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- **Name of Organization:** Organization's legal name as it is on your IRS Form W9. (this is the legal name to be used for contracting and payments if you receive a grant).
- **Address/City/State/Zip:** Address as it is on your IRS Form W9. This is usually your mail address. (this is the address to be used for contracting and payments if you receive a grant).
- **Project Director/Manager/Coordinator:** Person in charge of the project implementation.
- **Organization's Program:** For example, if your organization has an Education Program, this project is probably under the Education Program.
- **Phone:** Business work hours. Project director's phone.
- **Email:** Project director's email.
- **AE Website:** Url for the AE homepage of your website, if you have a separate AE webpage.

Project Purpose

Check the PD type(s) that will served by the project.

Federal Reporting

- Pre-checked for **Project Race/Ethnicity**. This is for federal reporting and these are their labels.
- Pre-checked for **Project Age Group**. This is for federal reporting and these are their labels.
- Pre-checked for **Project Distinct Group**. This is for federal reporting and these are their labels.

Project Description

- **Describe your proposed professional development for arts educators project** (including administration, coordination, implementation of activities, collaborations – what and how will you do it?).
  - What and How
  - Estimated Timeline of project activities. You do not need to specify specific dates.
  - Proposed PD courses, proposed # of sessions, proposed locations, estimated # of arts educators to be directly served. You do not need to specify specific course titles or facilities/sites.
  - IF your PD is for DOE credit for classroom teachers, who is the Area Superintendent or other DOE contact to sponsor the PD? Has this been preliminarily worked out?
  - Islands to be directly served (check all that apply)
  - How will you reach or inform your intended audience?
- **Need and Impact of the Project** (*why are you doing this project - what is the benefit; who will benefit*):



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- **Evaluation:** *(what are your anticipated outcomes or impact and how will you know that you were successful)*

Qualifications

- **Describe your experience in implementing or conducting professional development for K-12 classroom teachers and/or teaching artists who serve K-12 education in the classroom.** Consider current through the previous three years.
- **Work Examples – List below and submit with your application – be selective.**
  - Brochures, flyers (pdfs) – current year and/or one to three previous years.
  - PD session materials (pdfs) – current year and/or one to three previous years. E.g. course schedule, syllabus, work sheets, qualitative evaluation and the like.
  - Photo documentation (pdfs) – current year and/or one to three previous years.
- **Key project individuals** - provide name and position title, role for the project, and qualifications - one to two paragraphs for each person.
  - Education project manager, director:
  - Education project coordinator, assistant, contracted help:
  - Proposed PD presenters, trainers, curriculum coordinator, consultant:

**BUDGET PROPOSAL FORM:**

- There are two tabs – the Expenses page and the Revenue page.
- Project Title and the Name of Organization will pop in automatically from the Expenses Page to the Revenue Page.
- Project Title – Be sure it is the same as the project title on the Project Narrative Form.
- Name of Organization - Be sure it is the same as the Organization's name on the Project Narrative Form.
- Add or delete lines as necessary.
- Whole round numbers only. Must end in zero.
- Grant request range is \$5,000 to \$30,000.
- Totals will automatically calculate at the end of the Expenses page and the Revenue page.
- Total Cash Expenses (on the Expenses page) must equal Total Cash Revenue (on the Revenue page).
- "SFCA funds for this project" is the project grant request. This figure on the Expenses page will pop in automatically on the Revenue page.





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**ATTACHMENT A-CERTIFY SIGNATURE-ORGANIZATION FORM:**

- Project Title – Be sure it is the same as the project title on the Project Narrative Form and the Project Budget Form.
- Name of Organization - Be sure it is the same as the Organization's name on the Project Narrative Form and the Project Budget Form.
- Address – Mail address including City, State, Zip code. Same as on the Project Narrative Form.
- Authorized Signature – Per your Organization's bylaws/corporate resolutions for authorized signatory. Sign, date, print name and position title within the organization. Esignature is accepted.

**ADDITIONAL INFORMATION**

**HOW GRANTS WILL BE FUNDED:**

- General fund appropriations from the Legislature of the State of Hawai'i provide the required one-to-one match for federal funds received from the National Endowment for the Arts (NEA) for restricted Arts Education (AE) support.
  - Professional development for arts educators is one of the restricted uses.
  - The maximum pool of combined NEA AE federal funds plus the general fund match for these grants is \$70,000.
- Funding of grants will depend on availability of funds in FY2020.
  - These grants only provide partial project support.
  - Grant amounts will be determined in panel.

**HOW APPLICATIONS ARE REVIEWED AND EVALUATED:**

Staff Review

- Applications received by the deadline will be reviewed by Staff for eligibility and completeness. Applications that are not eligible or not complete will not be accepted. Applicants will be notified about receipt of their application.
- Staff will provide factual historical information as needed:
  - If the applicant is an ARTS FIRST Partner that has received HSFCA arts education funding for PD projects or initiatives.
  - If the applicant has collaborated in the design and implementation of PD projects or



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initiatives.

Panel Review

- Applications will be reviewed, scored and prioritized by panelists in a panel meeting.
- Panelists will make funding recommendations to the HSFCA Board of Commissioners for approval to fund the grants, pending availability of funds.
- Panelists will have knowledge about training arts educators.

Grant Notification

- Applicants will receive official notification about the status of their application.

**GRANTEE RESPONSIBILITIES:**

- Grantees must be in compliance with State procurement procedures.
- A final report is required in order to receive the final grant payment.
- Grantees will submit invoices for grant payment. The form to use will be provided.
- Inform HSFCA Staff about activities for site visits and so that HSFCA can assist with promotion or facilitation of activities as needed.
- Documentation of activities for the final report and for HSFCA to use for reporting and promotion.

Public Information and Credits

- For printed materials, such as flyers, brochures and programs, the HSFCA logo is to be used.
- Required language for credits & acknowledgements *"This program is supported in part by the State Foundation on Culture and the Arts through appropriations from the Legislature of the State of Hawai'i and from the National Endowment for the Arts."*

**AFP AE PD Grant TIMEFRAME:**

These are the approximate benchmark dates:

- January 2019 – Disseminate application information and materials
- Thursday March 7, 2019 – Postmarked DEADLINE for all applications
- April 2019 – Panel meeting for review of applications for funding recommendations
- May 2019 – Board of Commissioners discuss and review funding recommendations; approve funding pending availability of funds



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- June 2019 – Notification of funding
- July to September 2019 – Contracting
- July 1, 2019 through June 30, 2020 – Project implementation period
- June 31, 2020 – Final report to HSFCA