



## **AITS PARTNERSHIP GRANT APPLICATION INSTRUCTIONS**

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**AITS PARTNERSHIP GRANT APPLICATION INSTRUCTIONS**

**OVERVIEW**

PROGRAM TITLE:	Hawai'i State Foundation on Culture and the Arts (HSFCA)  Artists in the Schools (AITS) Program Partnership Grant for SY 2019-2020
APPLICATION DEADLINE:	<b>Thursday April 4, 2019 at 4:00 pm HST via GO Smart online submittal.</b>
CHANGES TO THE APPLICATION:	<p><b>Please read the instructions carefully.</b> Please note the following revisions and changes.</p> <ul style="list-style-type: none"> <li>• There is <b>NO BUDGET PAGE</b> to submit. We have structured a flat grant request system and you <b>choose one flat grant</b> that can cover your costs, e.g. teaching artist residency fee and teaching artist PD fee; arts residency expendable supplies and materials; travel costs.</li> <li>• The maximum grant amount for an AITS Art in Public Places, Permanent Work of Art (<b>AITS APP PWA</b>) arts residency is increased to <b>\$8,000</b> and the school share is waived.</li> <li>• The following are the grant amounts (applicants select ONE):             <ul style="list-style-type: none"> <li><u>For AITS APP PWA</u> <ul style="list-style-type: none"> <li>○ \$8,000 (no school share)</li> </ul> </li> <li><u>For AITS Regular</u> <ul style="list-style-type: none"> <li>○ \$6,000 (plus minimum school share \$600)</li> <li>○ \$5,500 (plus minimum school share \$550)</li> <li>○ \$5,000 (plus minimum school share \$500)</li> <li>○ \$4,500 (plus minimum school share \$450)</li> <li>○ \$4,000 (plus minimum school share \$400)</li> </ul> </li> </ul> </li> </ul>
PURPOSE OF THE GRANT:	<p>To provide schools with direct-service residencies focused on the Fine Arts Standards by providing funds to contract Teaching Artists from the Artistic Teaching Partners (ATP) Roster.</p> <ul style="list-style-type: none"> <li>• The AITS residency is a <b>partnership</b> between the school and the Artistic Teaching Partner (ATP). ATP are either individual Teaching Artists or Arts Organizations with one or more Teaching Artists. All ATP are selected and trained to do AITS arts residencies. The application and residency should be developed by the School and the ATP together.</li> <li>• <b>Teachers</b> are expected to play an active and essential role by participating in planning, follow-through with students, professional development, student assessment, and reflection.</li> <li>• <b>All residencies</b> are based on Fine Arts Standards from Department of Education Hawai'i Content and Performance Standards III, and support 21<sup>st</sup> Century learning skills—creativity, critical thinking, communication and</li> </ul>



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	<p>collaboration.</p> <ul style="list-style-type: none"> <li>• <b>All residencies</b> involve students in the three artistic processes of Creating, Performing/exhibiting/sharing, and Responding (also known as C-P-R).</li> <li>• <b>All residencies</b> should enhance a school's fine arts curriculum, not supplant it.</li> <li>• The AITS Art in Public Places, Permanent Work of Art (<b>AITS APP PWA</b>) arts residency is to increase student's appreciation of, and engagement with, the permanent work of art at their school. The residency emphasis is on <b><i>interpreting the permanent work of art</i></b> by means of standards-based lessons in the fine arts (dance, drama, literary arts, music, visual arts).</li> <li>• In addition to the sessions for students and professional development for teachers, a performance or lecture-demonstration by the ATP may be included as part of the residency and it must be related to the Fine Arts Standards.</li> </ul>
GRANT PERIOD:	The grant funds and arts residency activities are only for School Year 2019-2020.
MAXIMUM GRANT AMOUNTS:	<ul style="list-style-type: none"> <li>• AITS Regular Grant - <b>\$6,000</b> grant maximum. Schools must contribute 10% of the grant amount, in cash (not in-kind), towards residency expenses.</li> <li>• AITS APP PWA Grant - <b>\$8,000</b> grant maximum. The school share minimum is waived.</li> </ul>
CONTACT:	<p>Email: <a href="mailto:artsedsfca@gmail.com">artsedsfca@gmail.com</a></p> <p>Arts Education Program/AITS          Hawai'i State Foundation on Culture and the Arts          250 S. Hotel St., 2<sup>nd</sup> Floor          Honolulu, HI 96813</p>

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**ELIGIBILITY AND REQUIREMENTS**

APPLICANT ELIGIBILITY:	<p>The AITS applicant is a public or public charter school in the State of Hawai'i.</p> <p>All Hawai'i public and public charter schools, are eligible to apply. At the time of application, a school must have been in operation, providing services to its students, for a minimum of one semester.</p> <p>Schools may apply for either of the following grants. <b>Only ONE application per school:</b></p> <ul style="list-style-type: none"> <li>• AITS Regular Grant, <u>OR</u>.</li> <li>• AITS APP PWA Grant. Schools must have an eligible HSFCA-commissioned Permanent Work of Art (PWA) from the Art in Public Places Program (APP) on campus to apply for this grant category. See the list of eligible schools in the pdf entitled "Eligible AITS APP PWA Schools_SY2020".</li> </ul>
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<p>APPLICATION REQUIREMENTS:</p>	<p><b><u>Applications not meeting these requirements will be ineligible.</u></b></p> <ul style="list-style-type: none"> <li>• Schools may only use Teaching Artists from the current Artistic Teaching Partners Roster.       <ul style="list-style-type: none"> <li>○ An application may have more than one Artistic Teaching Partner (ATP) from the roster. However, we recommend that you not use more than two ATP. The requirement of one application per school remains, and there is no character count increase to answer questions in the GO Smart online application when the school is using more than one ATP.</li> <li>○ Each ATP may service more than one school. There is no maximum number of schools that the ATP may service.</li> </ul> </li> <li>• All Final Reports from any previous AITS grant must have been submitted by the stated deadline.</li> <li>• The 2019-2020 AITS grant application must be submitted online. Application forms from previous years will not be accepted.</li> <li>• Proposed residency must be during the school day. No after school or summer school programs are eligible.</li> <li>• Residency with an Artistic Teaching Partner engages a core group of students. A core group means the same group of students for all sessions.       <ul style="list-style-type: none"> <li>○ Eight or more sessions for elementary schools.</li> <li>○ Five or more sessions for secondary schools.</li> <li>○ Each session is a minimum of 30 minutes for lower elementary and 45 minutes for upper elementary and above.</li> </ul> </li> <li>• One Professional Development (PD) for teachers is required as part of the residency. Led by the ATP. Minimum one-hour. The purpose of professional development is to develop classroom teacher knowledge, skill and confidence in the art form.</li> <li>• Signed statements of support (using forms provided) from the ATP, AITS Contact and Principal must be submitted as part of the application.</li> </ul>
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**APPLICATION AND INFORMATIONAL MATERIALS**

	<p>All of these materials are on the HSFCA website:  <a href="http://sfca.hawaii.gov/grants-programs/artists-in-the-schools/">http://sfca.hawaii.gov/grants-programs/artists-in-the-schools/</a>        Download them to your computer where you can easily find them.</p>
<p>REQUIRED APPLICATION MATERIALS:</p>	<p>The following are the required application information and forms:</p> <ul style="list-style-type: none"> <li>• AITS SY2020 Grant Application Instructions (this document that you are reading) (pdf)</li> </ul>



**AITS PARTNERSHIP GRANT APPLICATION INSTRUCTIONS**

	<ul style="list-style-type: none"> <li>• AITS SY2020 Signature form ATP (word.doc)</li> <li>• AITS SY2020 Signature form AITS Contact (word.doc)</li> <li>• AITS SY2020 Signature form Principal (word.doc)</li> </ul>
NECESSARY INFORMATION MATERIALS:	<p>The following documents are to help you with applying:</p> <ul style="list-style-type: none"> <li>• AITS SY2020 Application Questions Worksheet (word.doc)</li> <li>• AITS SY2020 GO Smart Online Instructions (pdf)</li> <li>• AITS Budget Worksheet Template (excel)</li> <li>• Artistic Teaching Partners Roster 2019 (pdf)</li> <li>• Eligible AITS APP PWA Schools_SY2020 (pdf)</li> </ul>
HELPFUL INFORMATION MATERIALS:	<p>The following documents are information relating to the AITS application process:</p> <ul style="list-style-type: none"> <li>• FAQs Artists in the Schools_SY2020 (pdf)</li> <li>• Sample AITS Application Answers (pdf)</li> <li>• Teacher Professional Development in AITS (pdf)</li> <li>• Panel Review_AITS Scoring_SY2020 (pdf)</li> </ul>

**GO SMART ONLINE APPLICATION SYSTEM**

GO SMART:	<p>The HSFCA uses an online application system called <b>GO Smart</b> to receive and review grant applications.</p> <p>To access the GO Smart website and the application, click here:  <a href="https://hawaii.gosmart.org">https://hawaii.gosmart.org</a>.</p> <p>Read the <b>AITS SY2020 GO Smart Application Instructions (pdf)</b> before you begin inputting applicant and application information in GO Smart.</p> <p><b>GO Smart will open for applications by December 13, 2018.</b></p>
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**APPLICATION QUESTIONS**

HELPFUL TIPS:	<p>Use the <b>AITS SY2020 Application Questions Worksheet</b> writable word document before you begin the online application. Compose your answers to the narrative questions so you can copy and paste the text into the GO Smart.</p> <p>The application questions are the same for both the AITS Regular Grant and the AITS APP PWA Grant.</p> <ul style="list-style-type: none"> <li>• These questions require time and editing to prepare a thoughtful and complete answer.</li> <li>• Do not feel obligated to use the maximum character count.</li> <li>• ATP should check with the school principal early on to make sure that YOU are the selected ATP for the school. It is possible to have two ATP on one grant, doing separate residencies, and sharing the total residency</li> </ul>
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**AITS PARTNERSHIP GRANT APPLICATION INSTRUCTIONS**

	<p>project amount; however, application answers must still fit within the character count space limits.</p> <ul style="list-style-type: none"> <li>• Write the application with as much clarity and specificity as you can; avoid vague or generic answers and jargon. Really communicate the value of the residency. Answer the question asked.</li> <li>• If you are going to do arts integration, make sure you are truly collaborating with the classroom teachers, and that your answers reflect this.</li> <li>• Do not assume that panelists have prior knowledge about your school.</li> </ul>
<p>QUESTIONS:</p>	<p><b><u>Overview:</u></b></p>
	<p><b><u>Contact information:</u></b></p>
	<p><b>Artistic Teaching Partner (ATP)</b> - name, phone number, email. If you are using two ATP, enter contact information for both of them. You can only use ATP on the current ATP Roster.</p> <p><b>AITs Contact at School</b> – name, phone number, email.</p> <p><b>Principal</b> – name, email.</p>
	<p><b><u>Overview information about the AITS residency:</u></b></p>
	<p><b>AITs Project Title</b> (100 character maximum, including spaces)</p> <p>Provide clear and succinct project titles that anyone who sees a list of projects will understand.</p> <p>If you are using two ATP, make one Project Title for the combined total residency work.</p> <p>Here are some examples of DO's and DON'T's for titles with character counts:</p> <p><i>Example #1 – one ATP</i></p> <p>DO - Visual Literacy; Learning Language With Handmade Books = <b>54</b></p> <p>DON'T - Students will create books by hand, exploring the nuances of language through visual and tactile expressions. = <b>110</b></p> <p><i>Example #2 – one ATP</i></p> <p>DO - Animals: their Environments and their Survival through Clay = <b>60</b></p> <p>DON'T - Animals and their Environments through Clay and Survival of Hawaiian Endangered Species through Clay = <b>100</b></p> <p><i>Example #3 – two ATP</i></p> <p>Exploring Hand Drumming To World Music (EHD) &amp; Moving Into Mo'olelo (MIM) = <b>73</b></p>



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<p><i>Example #4 – two ATP</i></p> <p>Interpreting Fine Art Through Dance and Theater: United We Grow = <b>63</b></p>
<p><b>Summary of Project:</b> <i>(250 character maximum, including spaces)</i></p> <p>Write your summary like this:</p> <p>Students will _____ to learn _____ in order to _____.</p> <p><i>Example – two ATP</i></p> <p>Students will explore the artwork to learn to create their own response/interpretations through dance/drama &amp; puppetry in order to express their personal connections/connections to their community. = <b>197</b></p>
<p><b>Fine Arts Discipline Focus of Residency:</b></p> <p><input type="checkbox"/> Dance <input type="checkbox"/> Literary Arts <input type="checkbox"/> Music <input type="checkbox"/> Drama/Theater <input type="checkbox"/> Visual Arts</p> <p>If only one ATP for the residency, indicate your ATP Roster art form.</p> <p>If more than one ATP for the residency, indicate the arts forms for each ATP.</p>
<p><b>Estimated Total # of Students to be serviced by the residency:</b></p> <p>Enter ONE total number for all the students who will be serviced by the residency.</p>
<p><b>Grade Levels to be serviced by the residency:</b></p> <p>Use the drop-down menu to check all the grades that will be serviced by the residency.</p>
<p><b><i>Overview information about the school environment:</i></b></p>
<p><i>Overview information about the school environment (the two questions below) and the following section “Question 1 for the Principal to answer” – give panelists a better understanding about your school and the value of AITS at your school.</i></p>
<p><b>Percent of Students at the school with limited English proficiency:</b></p> <p>Enter %.</p>
<p><b>What Fine Arts experiences are provided for students during school time at your school:</b> <i>(500 character maximum, including spaces)</i></p>
<p><b>1. Questions for the Principal (worth 10 points)</b></p>
<p><b><u>Question 1 for the Principal to Answer:</u></b></p> <p>Administrative and faculty support is important to the success of the Artists in the Schools Program. Use this section to demonstrate the school’s support of arts learning. Please be specific.</p>



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	<p>1A. Tell us more about your school community and why your school should receive this grant.  <i>(1000 character maximum, including spaces)</i></p> <p>1B. What are your expectations for teachers' involvement in the AITS Program?  <i>(1000 character maximum, including spaces)</i></p> <p>1C. How will the administration demonstrate commitment to the overall success of AITS? <i>(1000 character maximum, including spaces)</i></p>
<p><b><u>Questions 2 through 7 for Teaching Artist &amp; Teachers to jointly answer:</u></b></p>	
	<p>A residency must be a minimum of 8 sessions (if elementary) or 5 sessions (if secondary) with the same core group of students.</p> <p>Each session is a minimum of 30 minutes for lower elementary and 45 minutes for upper elementary and above.</p> <p>If performances are included (e.g. ho`ike), they must be supportive of the residency.</p> <p>If different grade levels have different topics and rationales, please list separately by grade.</p>
<p><b>2. Residency Description (worth 20 points)</b></p>	<p>2A. <u>Topic of residency</u> – In 3 to 4 sentences, summarize what students will learn in and/or through the art form. If the arts are integrated with another core subject and/or GLO, state here as part of topic. If there is an Essential Question, state here. <i>(1000 character maximum, including spaces)</i></p> <p>2B. <u>Rationale</u> – In 2 to 3 sentences, summarize why it is important that students learn this. <i>(1000 character maximum, including spaces)</i></p> <p>2C. <u>Who</u> – Identify the core group of students (what grade level, # of classes per grade level). <i>(100 character maximum, including spaces)</i></p> <p>2D. <u>What is the projected schedule</u> (# of sessions, length of sessions)? <i>(500 character maximum, including spaces)</i></p>
<p><b>3. Benchmarks (worth 5 points)</b></p>	<p>Identify the ONE or TWO primary Fine Arts Benchmarks (HCPS III), or portions thereof, that this Artists in the Schools residency will address.</p> <p>If it is a Literary Arts residency, benchmarks should come from the Common Core English Language Arts standards.</p> <p>If the residency is arts integrated, also list ONE or TWO primary benchmarks from the other core subject area (Common Core or HCPS III, as appropriate).  <i>(1500 character maximum, including spaces)</i></p>





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<p><b>4. Expected Results (worth 15 points)</b></p>	<p>4A. As a result of participating in this residency, students will <u>KNOW</u>... (What knowledge, facts, or information will students learn?)  <i>(1000 character maximum, including spaces)</i></p> <p>4B. As a result of participating in this residency, students will <u>BE ABLE TO</u>... (What will students do with what they know? What skills will they have learned?)  <i>(1000 character maximum, including spaces)</i></p> <p>4C. As a result of this residency, students will <u>APPRECIATE</u>... (At the end, what do you hope students will think/feel about the experience?)  <i>(1000 character maximum, including spaces)</i></p>
<p><b>5. Art Activities (worth 15 points)</b></p>	<p>Describe the art activities you are proposing, and how they will help students achieve the expected results and the benchmarks listed above:</p> <p>5A. How/what will students <u>CREATE</u>? <i>(1000 character maximum, including spaces)</i></p> <p>5B. How will students <u>PERFORM/EXHIBIT/SHARE</u>? (This could range from informal sharing of student artwork with classmates, to a more formal presentation or ho`ike.)  <i>(1000 character maximum, including spaces)</i></p> <p>5C. How will students <u>RESPOND</u> (reflect on their own and others' artwork)?  <i>(1000 character maximum, including spaces)</i></p>
<p><b>6. Assessment (worth 10 points)</b></p>	<p>In addition to planning and instruction, good teaching also includes continual assessment of student learning. Assessment should provide evidence of student learning that is a result of your instruction. The evidence may be exactly what you expected or you may need to make adjustments to your instruction.</p> <p>6A. To answer this question, select ONE of your expected results from application question #4A or #4B and copy here. <i>(1000 character maximum, including spaces)</i></p> <p>6B. In relation to the selected expected result, describe ONE specific assessment task students will do to demonstrate their learned skills and understandings. <i>(500 character maximum, including spaces)</i></p> <p>6C. Define THREE criteria you will use to judge the quality of what students do for the above stated assessment task. <i>(1000 character maximum, including spaces)</i></p> <p>6D. Finally, state how you will provide feedback to students to help them improve what they did. <i>(1000 character maximum, including spaces)</i></p>



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<p><b>7. Professional Development (worth 10 points)</b></p>	<p>REQUIRED Professional Development (PD) – a one-hour session minimum – led by the ATP - for the classroom teachers involved in the residency.</p> <ul style="list-style-type: none"> <li>• The purpose is to support the continuation of arts after the residency is over.</li> <li>• More time for PD demonstrates higher school commitment; two or three hours are optimum.</li> <li>• If there is more than one ATP, and they are in different art forms, the PD should address each ATP's art form.</li> </ul> <p>7A. Describe the PD session(s) and how it will increase the classroom teachers' knowledge, skills or confidence in the art form. <i>(1000 character maximum, including spaces)</i></p> <p>7B. Give # of PD sessions, # of hours (hrs), # of teachers. <i>(100 character maximum, including spaces)</i></p> <p><i>Example – two ATP</i></p> <p>DRAMA: one 60 min PD session for 3 Gr 3 teachers        DANCE: 2 PD sessions of 2 hrs each for 3 Gr 2 teachers</p>
<p><b>8. Questions for Classroom Teachers (worth 10 points)</b></p>	<p><b><u>Questions 8 for Classroom Teachers to Answer:</u></b></p> <p>Teachers should understand that the residencies are partnerships in which they play an active and essential role: co-planning, reflecting and assessing with the teaching artist, following through in-between artist visits to support the learning goals, and learning from and using the professional development strategies outlined in this application.</p> <p>8A. How will classroom teachers benefit from this AITS residency?  <i>(1000 character maximum, including spaces)</i></p> <p>8B. How will classroom teachers be involved during this residency?  <i>(1000 character maximum, including spaces)</i></p>
<p><b>9. Residency Expenses &amp; Grant Request (worth 5 points)</b></p>	<p><b><u>Question 9 – Residency Expenses &amp; Grant Request:</u></b></p> <p><b>Residency Expenses \$:</b></p> <p>You may use the <b>Budget Details Worksheet</b> to calculate your costs and to help you figure out which grant amount to request. The Budget Details Worksheet is for applicant use and will not be submitted.</p> <p>There are four categories of residency expenses for your total residency project cost. If there are no costs for Expendable Supplies/Materials or Travel or Other - enter 0. The four categories will automatically total .</p> <ul style="list-style-type: none"> <li>• <b>Teaching Artist Fees</b> include co-planning time with classroom teachers, student instruction time; and Professional Development. Teaching artists set their own fees.</li> </ul>



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- Residency supplies and materials are **Expendable Supplies and Materials**. Purchasing “enduring” items is not allowed with grant funds. These include tools, equipment, instruments, exhibit frames, and the like. If the school allows use of their school share for enduring items, be sure to identify and explain this under **Other** in the Grant Request section of the application.
- **Travel and Transportation** includes interisland travel costs (e.g. airfare, ferry, vehicle rental, lodging) and ground transportation.

**Other:** Other costs that are directly related to the goals and outcomes of the residency are permitted. Typical example includes field trip costs such as buses and admission fees.

"Round-up" your costs for each category. Enter these subtotals in the boxes below.

Your total residency project cost (i.e. total residency expenses) is the sum of your grant request and the school share. Your total residency project cost should add up to one of the following:

- \$8,000 no school share (for AITS APP PWA)
- \$6,600 (\$6,000 grant request with \$600 school share)
- \$6,050 (\$5,500 grant request with \$550 school share)
- \$5,500 (\$5,000 grant request with \$500 school share)
- \$4,950 (\$4,500 grant request with \$450 school share)
- \$4,400 (\$4,000 grant request with \$400 school share)

Total Residency Expenses:

Teaching Artist Fees \$ (residency fees, PD fees):	
Expendable Supplies/Materials \$:	
Travel \$ (interisland, mileage):	
Other \$ (e.g. field trip costs):	
Total Residency Expenses \$:	Automatic calculation

- Example – your total residency project proposed itemization is \$6,495. Choose \$6,000 as your Grant Request Amount. School Share (\$) Amount is \$600.

**Grant Request**

This section is for the applicant to:

- If there are two ATP, identify the Teaching Artist Fee total for each ATP.
- Identify residency expenses for Expendable Supplies/Materials (e.g. art supplies, paints, brushes), Travel (e.g. RT airfare, lodging, car rental, mileage), Other (e.g. field trip buses, enduring item paid with school share).
  - If none, enter None.



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- If there are two ATP, identify accordingly, so that panelists know which ATP is incurring which costs.
- Select ONE grant request amount.
- Enter estimated school share \$ amount. For AITS APP PWA, enter 0.

Identify Residency Expenses as needed.

Teaching Artist Fees:	
Expendable Supplies/Materials:	
Travel:	
Other:	

Grant Request: Drop down menu to choose one grant amount.

School Share \$ Amount: Enter minimum school share amount, or more if the school is contributing more.

**Examples of Grant Requests and Explanations**

<b>Example #</b>	<b>Grant request</b>	<b>School share minimum</b>	<b>Costs</b>	<b>Descriptions</b>
<b>Example #1</b>	<b>\$6,000</b>	<b>\$600</b>	AITS project total: \$6,600	
			<i>Teaching Artist: \$6,150</i>	ATP 1 is \$3,000. ATP 2 is \$3,150
			<i>Supplies: \$ 400</i>	ATP 2 is Journals, pens
			<i>Travel: \$ 50</i>	ATP 1 is mileage
			<i>Other:</i>	
<b>Example #2</b>	<b>\$5,500</b>	<b>\$550</b>	AITS project total: \$6,050	
			<i>Teaching Artist: \$5,750</i>	
			<i>Supplies:</i>	
			<i>Travel: \$ 150</i>	school buses
			<i>Other: \$ 150</i>	Theatre admission
<b>Example #3</b>	<b>Grant request</b>	<b>School share minimum</b>	<b>Costs</b>	<b>Descriptions</b>



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<b>\$5,000</b>	\$500	AITS project total: <b>\$5,500</b>								
		<table border="1"> <tr> <td colspan="2"><i>Teaching Artist: \$4,750</i></td> </tr> <tr> <td><i>Supplies:</i></td> <td style="text-align: right;"><i>\$ 650</i></td> </tr> <tr> <td><i>Travel:</i></td> <td style="text-align: right;"><i>\$ 100</i></td> </tr> <tr> <td><i>Other:</i></td> <td></td> </tr> </table>	<i>Teaching Artist: \$4,750</i>		<i>Supplies:</i>	<i>\$ 650</i>	<i>Travel:</i>	<i>\$ 100</i>	<i>Other:</i>	
<i>Teaching Artist: \$4,750</i>										
<i>Supplies:</i>	<i>\$ 650</i>									
<i>Travel:</i>	<i>\$ 100</i>									
<i>Other:</i>										
		pencils, markers, cards, erasers, clips, notepads								

<b>Example #4</b>	<b><u>Grant request</u></b>	<b><u>School share minimum</u></b>	<b>Costs</b> AITS project total: <b>\$4,950</b>	<b><u>Descriptions</u></b>								
	<b>\$4,500</b>	\$450										
			<table border="1"> <tr> <td colspan="2"><i>Teaching Artist: \$4,600</i></td> </tr> <tr> <td><i>Supplies:</i></td> <td style="text-align: right;"><i>\$ 300</i></td> </tr> <tr> <td><i>Travel:</i></td> <td style="text-align: right;"><i>\$ 50</i></td> </tr> <tr> <td><i>Other:</i></td> <td></td> </tr> </table>	<i>Teaching Artist: \$4,600</i>		<i>Supplies:</i>	<i>\$ 300</i>	<i>Travel:</i>	<i>\$ 50</i>	<i>Other:</i>		
<i>Teaching Artist: \$4,600</i>												
<i>Supplies:</i>	<i>\$ 300</i>											
<i>Travel:</i>	<i>\$ 50</i>											
<i>Other:</i>												
				paper, ink, mat frames, stickers, notebooks								

<b>Example #5</b>	<b><u>Grant request</u></b>	<b><u>School share minimum</u></b>	<b>Costs</b> AITS project total: <b>\$4,400</b>	<b><u>Descriptions</u></b>								
	<b>\$4,000</b>	\$400		-								
			<table border="1"> <tr> <td colspan="2"><i>Teaching Artist: \$2,900</i></td> </tr> <tr> <td><i>Supplies:</i></td> <td style="text-align: right;"><i>\$ 200</i></td> </tr> <tr> <td><i>Travel:</i></td> <td style="text-align: right;"><i>\$1,300</i></td> </tr> <tr> <td><i>Other:</i></td> <td></td> </tr> </table>	<i>Teaching Artist: \$2,900</i>		<i>Supplies:</i>	<i>\$ 200</i>	<i>Travel:</i>	<i>\$1,300</i>	<i>Other:</i>		
<i>Teaching Artist: \$2,900</i>												
<i>Supplies:</i>	<i>\$ 200</i>											
<i>Travel:</i>	<i>\$1,300</i>											
<i>Other:</i>												
				paper, water color, brushes airfare, lodging, mileage								

**Signature Forms:**

All applicants must submit signed Signature Forms.

There are separate forms for the Artistic Teaching Partner(s), AITS Contact and Principal for each school application.

If there is more than one Artistic Teaching Partner (ATP) for your residency, each ATP must submit a signature form.

For ATP arts organizations, the Education Director must sign the form.

Download the appropriate Signature Forms, found on the HSFCFA AITS website at <http://sfca.hawaii.gov/grants-programs/artists-in-the-schools/>



**AITS PARTNERSHIP GRANT APPLICATION INSTRUCTIONS**

- You may E-sign the word document and then make a pdf, OR,
- You may print the word document, then sign, then scan and save a copy of the form as a PDF on your computer.

Name your Signature Forms as follows before you upload them.

- SchoolName\_AITS2020\_Sign\_ATP (*for Artistic Teaching Partner*)
- SchoolName\_AITS2020\_Sign\_ATP2 (*for 2nd Artistic Teaching Partner, if needed*)
- SchoolName\_AITS2020\_Sign\_AC (*for AITS Contact*)
- SchoolName\_AITS2020\_Sign\_P (*for Principal*)

Upload your completed Signature Forms to GO Smart on the "Signature Forms" page of the online application.

Since these forms are required for your AITS application, GO Smart will "notify you if you do not upload it and try to submit."

Problem with scan and upload, do this:

- 1) upload a blank word doc. you can call it "test" or your "school name". This should let you complete the application for submitting, especially if you are close to the deadline with no time to spare.
- 2) email us at artsedsfca@gmail.com - subject line "upload problem" and explain your problem in the email. we will get back to you as soon as possible to avoid panic.

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**ADDITIONAL INFORMATION**

HOW APPLICATIONS ARE REVIEWED AND SELECTED:

- Applications will be reviewed by staff for completeness and eligibility.
- Applications will be reviewed and scored (100 points max.) by a panel using pre-determined criteria. *See Panel Review\_AITS Scoring\_SY2020.pdf.*
- Applications may be given up to 6 additional "need" points as follows:
  - 3 extra points if school is 80-100% Free & Reduced Lunch (FRL)
  - 2 extra points if school is 70-79% FRL
  - 1 extra point if school is 47.2-69% FRL
  - 2 extra points if school is designated "rural"
  - 1 extra point if the school has not received an AITS grant in the last 5 years
- The panel will then rank the applications and make recommendations to the HSFCB Board of Commissioners for AITS grants funding
- The Board of Commissioners will meet to discuss and review panel recommendations; approve funding pending availability of funds.



**AITS PARTNERSHIP GRANT APPLICATION INSTRUCTIONS**

	<ul style="list-style-type: none"> <li>Grants are awarded based on ranked order, until AITS funds are depleted.</li> </ul> <p><u>Who are Panelists?</u>          Panelists are community members with experience and expertise in arts education. A pool of possible panelists in our state is regularly updated. Individuals in the panel pool include University professors, arts education administrators, retired and current DOE professionals, arts organization leaders, and teaching artists who are not currently on the ATP Roster.</p>
<p>HOW THE AITS PROGRAM IS FUNDED:</p>	<p>The Hawai'i State Foundation on Culture and the Arts funds AITS grants with General Funds from the State Legislature and Federal funds from the National Endowment for the Arts. In addition, the AITS APP PWA grants are funded by the HSFCA Art in Public Places Program. Since SY2009, the Hawai'i Community Foundation has matched HSFCA's funds with private funds, doubling the amount of funding available to schools.</p>
<p>AITS PROGRAM TIMELINE:</p>	<p>These are the approximate dates for the AITS Program:</p> <ul style="list-style-type: none"> <li>December 2018/January 2019 – disseminate application information to public schools and teaching artists</li> <li>April 4, 2019 – deadline for online application submittal</li> <li>May 2019 – panel meets to make recommendations</li> <li>July 2019 – the Board of Commissioners meets to discuss and review panel recommendations; approve funding pending availability of funds</li> <li>August 2019 – AITS funds budgeted and encumbered</li> <li>August/September 2019 – official notification to granted schools</li> <li>September 2019 through May 2020 – AITS residencies; principals write mahalo letters to Legislators</li> <li>May 31, 2020 - Final Reports &amp; Evaluations due, or 30 days after residency finished, whichever is earlier</li> </ul>
<p>GRANT REQUIREMENTS:</p>	<p><b><u>These are the requirements once your school receives the grant.</u></b></p> <ul style="list-style-type: none"> <li><u>Teachers must be present</u> during all residency sessions.</li> <li><u>Final Report forms MUST be submitted.</u> They are due to the HSFCA thirty (30) days after the end of the residency, or by May 31, 2020, whichever is earlier. Grantees failing to submit final reports by the deadline jeopardize their receipt of future AITS grants.</li> <li><u>Mahalo Letter to legislator.</u> We would greatly appreciate the school principal notifying the state representative and state senator from the school's district, in writing, of the receipt of an AITS grant. The notification should thank the legislator for funding the AITS Program through appropriations to the HSFCA, and invite the legislator to observe some part of the AITS residency. A copy of</li> </ul>



**AITS PARTNERSHIP GRANT APPLICATION INSTRUCTIONS**

	<p>the notification should be emailed or mailed to the Arts Education Program, HSFCA (pdf OK). We believe this is important for advocating for continued AITS funding.</p>
<p>FISCAL REQUIREMENTS AND RESPONSIBILITIES:</p>	<p>HSFCA will notify schools and ATP about their AITS grant status (i.e. funded or not funded) some time after the new school year begins.</p> <ul style="list-style-type: none"> <li>• HSFCA, and with the assistance of its partners, is responsible for disbursing the approved grant funds to the ATP.</li> <li>• The School is responsible for disbursing the school share to the ATP:       <ul style="list-style-type: none"> <li>○ If the school share is intended for any part of the teaching artist residency or professional development fee,</li> <li>○ If the school share is intended for any part of reimbursements to the ATP for supplies and materials, travel costs, or other grant approved expenditures.</li> </ul> </li> <li>• Schools may request that the ATP submit invoices for payment.</li> <li>• The School's process for contracting the ATP should begin within 10 business days upon receipt of encumbrance information from the ATP.</li> <li>• The School's process for payments should begin within 10 business days after receipt of the ATP's invoice.</li> <li>• If there are problems or delays with either the encumbrance or payment, the School must communicate with the ATP and must effect a remedy as soon as possible.</li> </ul>
<p>WE DO NOT FUND  <i>(this list is not exhaustive):</i></p>	<ul style="list-style-type: none"> <li>• Costs for food and/or refreshments</li> <li>• Enduring assets such as musical scores, books, costumes, props, tools, instruments, equipment</li> <li>• Commissions for visual artists to execute professional works of art</li> <li>• Un-itemized miscellaneous expenses in the Budget</li> <li>• Building, renovation, maintenance of facilities, or other capital expenditures</li> <li>• Activities completed prior to the project period</li> <li>• Fellowships, scholarships, theses, dissertations, tuition</li> <li>• Fund raising</li> <li>• Grant writing, grant management fees or indirect cost rates</li> <li>• Perquisites (non-salary compensation or other employee benefits)</li> <li>• Equipment purchases and/or long-term equipment rentals</li> <li>• Foreign travel</li> <li>• Subgrants or regrants</li> <li>• Interest payments, insurance, or similar finance cost; audits</li> <li>• Utilities and communications costs (e.g. water, electricity, telephone)</li> <li>• Maintenance or repair costs</li> </ul>





**AITS PARTNERSHIP GRANT APPLICATION INSTRUCTIONS**

	<ul style="list-style-type: none"> <li>• 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</li> <li>• Festivals, community events, concerts, competitions</li> <li>• Conferences, symposia, lectures, continuing education courses, and similar activities.</li> <li>• Out-of-state collaborations</li> </ul>
<p>PUBLICIZING YOUR AITS GRANT:</p>	<p><u>Public Information and Credits</u></p> <p>For printed materials, such as flyers, newsletters and program, the HSFCA logo is to be used.</p> <p>Email us at <a href="mailto:artsedsfca@gmail.com">artsedsfca@gmail.com</a> for the logos to use.</p> <p>Required language for credits &amp; acknowledgements:</p> <p><i>“This program is supported in part by the Hawai`i State Foundation on Culture and the Arts through appropriations from the Legislature of the State of Hawai`i and the National Endowment for the Arts, and private support from the Hawai`i Community Foundation.”</i></p>

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