



AITS PARTNERSHIP APPLICATION INSTRUCTIONS



TABLE OF CONTENTS

(click on green Table of Contents item to jump to that section)

OVERVIEW (p1)

- Application Deadline
- Purpose of the Grant
- Grant Period
- Maximum Grant Amounts
- GO Smart Online Application System
- Contact (for information & assistance)

ELIGIBILITY AND REQUIREMENTS (p3)

- Applicant Eligibility
- Application Requirements

APPLICATION AND INFORMATIONAL MATERIALS (p4)

- Necessary Materials
- Helpful Information Materials
- Useful Website Resource Links

APPLICATION QUESTIONS (p5)

- Helpful Tips
- Questions – Overview (p5)
- Questions for the Principal to Answer (p7)
- Questions for Classroom Teachers to Answer (p7)
- Questions for the Teaching Artists & Teachers to jointly answer (p7)
- Residency Expenses & Grant request -including examples (p9)
- Certification (p11)

ADDITIONAL INFORMATION (p12)

- How Applications are Reviewed and Selected
- How the AITS Program is Funded
- AITs Program Timeline
- Grant Requirements
- Fiscal Requirements and Responsibilities
- We Do Not Fund

Publicizing Your AITS Grant

OVERVIEW

PROGRAM TITLE	Artists in the Schools (AITS) Program Partnership Grant for SY 2020-2021
APPLICATION DEADLINE	Monday April 27, 2020 at 11:59 p.m. HST via GO Smart online submittal.
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"> • The AITS residency is a partnership 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. • Teachers are expected to play an active and essential role by participating in planning, follow-through with students, professional development, student assessment, and reflection. • All residencies are based on Fine Arts Standards from Department of Education Hawai'i Content and Performance Standards III, and support 21st Century learning skills—creativity, critical thinking, communication and collaboration. • All residencies involve students in the three artistic processes of Creating, Performing/exhibiting/sharing, and Responding (also known as C-P-R). • All residencies should enhance a school's fine arts curriculum, not supplant it. • The AITS Art in Public Places, Permanent Work of Art (AITS APP PWA) 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 <i>interpreting the permanent work of art</i> by means of standards-based lessons in the fine arts (dance, drama, literary arts, music, visual arts). • 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.
GRANT PERIOD	The grant funds and arts residency activities are only for School Year 2020-2021.
MAXIMUM GRANT AMOUNTS	<ul style="list-style-type: none"> • AITS Regular Grant - \$6,000 grant maximum. Schools must contribute 10% of the grant amount, in cash (not in-kind), towards residency expenses. • AITS APP PWA Grant - \$8,000 grant maximum. The school share minimum is waived.

<p>GO SMART ONLINE APPLICATION SYSTEM:</p>	<p>The SFCA uses an online application system called GO Smart to receive and review grant applications.</p> <p>To access the GO Smart website and the application, click here: https://hawaii.gosmart.org.</p> <p>Read the AITS SY2021 GO Smart Application Instructions (pdf) before you begin inputting applicant and application information in GO Smart.</p>
<p>CONTACT</p>	<p>Danica Rosengren, Arts Education Specialist Email: danica.rosengren@hawaii.gov Phone: 808-586-0768</p> <p>Arts Education Program/AITS State Foundation on Culture and the Arts 250 S. Hotel St., 2nd Floor Honolulu, HI 96813</p>

ELIGIBILITY AND REQUIREMENTS

<p>APPLICANT ELIGIBILITY</p>	<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 ONE of the following grants. Only ONE application per school:</p> <ul style="list-style-type: none"> • AITS Regular Grant, <u>OR</u>. • AITS APP PWA Grant. Schools must have an eligible SFCA 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 schools with eligible PWA in the pdf entitled <i>Schools with Eligible APP PWA SY2021</i>. <p>Clarifying Notes:</p> <ul style="list-style-type: none"> • There is <u>no waiting period or required break in applying</u> from year to year. This means that schools with an AITS grant this year (SY2019-2020) or schools that have had AITS grants for consecutive years, can continue to apply. • Schools have an <u>equal chance when applying</u> for either the AITS Regular Grant or the AITS APP PWA Grant. The AITS APP PWA Grant began in SY2018, so it is fairly new. Schools that had been applying for the AITS Regular Grant but have an eligible permanent work of art and would like to apply for the AITS APP PWA Grant, can do so. All applications undergo the same panel review in one AITS panel.
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<p>APPLICATION REQUIREMENTS</p>	<p><u>Applications not meeting these requirements will be ineligible.</u></p> <ul style="list-style-type: none"> • Schools must only use Teaching Artists from the current Artistic Teaching Partners Roster. (see the pdf entitled <i>Artistic Teaching Partners Roster SY2021</i>) <ul style="list-style-type: none"> ○ 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. ○ Each ATP may service more than one school. There is no maximum number of schools that any ATP may service. • All Final Reports from any previous AITS grant must have been submitted by the stated deadline. • The 2020-2021 AITS grant application must be submitted online. Application forms from previous years will not be accepted. • Proposed residency must be during the school day. After school or summer school programs are not eligible. • 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"> ○ Eight or more sessions for elementary schools. ○ Five or more sessions for secondary schools. ○ Each session is a minimum of 30 minutes for lower elementary and 45 minutes for upper elementary and above. • One Professional Development (PD) for teachers is required as part of the residency. Led by the ATP. Minimum one-hour. <ul style="list-style-type: none"> ○ The purpose of professional development is to support the residency and the continuation of the arts after the residency is over. ○ The PD must relate to the proposed residency. ○ If there is more than one ATP, and they are in different art forms, the PD should address each ATP's art form. • Signed statements of support from the ATP, AITS Contact and Principal are also required as part of the application.
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APPLICATION AND INFORMATIONAL MATERIALS

	<p>All of these materials are on the SFCA website: http://sfca.hawaii.gov/grants-programs/artists-in-the-schools/ Download them to your computer where you can easily find them.</p>
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NECESSARY MATERIALS FOR APPLYING	<ul style="list-style-type: none"> • AITS SY2021 Application Instructions (this document that you are reading) (pdf) • AITS SY2021 GO Smart Online Instructions (pdf) • AITS SY2021 Principal Signature Form (fillable pdf for esign) • AITS SY2021 Questions Worksheet Template (word doc) • AITS SY2021 Budget Worksheet Template (excel) • Artistic Teaching Partners Roster SY2021 (pdf) • Schools with Eligible APP PWA SY2021 (pdf)
HELPFUL INFORMATION FOR AITS	<ul style="list-style-type: none"> • Sample AITS Application Answers (pdf) • Teacher Professional Development in AITS (pdf) • Panel Review_AITS Scoring_SY2021 (pdf)
USEFUL WEBSITE RESOURCE LINKS	<ul style="list-style-type: none"> • Common Core Standards and Hawai'i Content & Performance Standards III • National Core Art Standards • ARTS FIRST Essential Arts Toolkit: Hawai'i Fine Arts Grade Level Guide for the K-5 Classroom Teacher, 2nd edition • Arts Integration Framework • Na Hopena A'o

APPLICATION QUESTIONS

HELPFUL TIPS:	<p>Use the AITS SY2021 Questions Worksheet Template 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"> • These questions require time and editing to prepare a thoughtful and complete answer. • Do not feel obligated to use the maximum character count. • 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 project amount; however, application answers must still fit within the character count space limits. • 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. • If you are going to do arts integration, make sure you are truly collaborating with the classroom teachers, and that your answers reflect this.
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	<ul style="list-style-type: none"> Do not assume that panelists have prior knowledge about your school. <p>Use the AITS SY2021 Budget Worksheet Template writable excel form to work on the details for your total residency expenses. You do not submit this worksheet.</p> <ul style="list-style-type: none"> If there are two ATP, each ATP can prepare a separate budget worksheet. But, make sure that when you add the costs together – that these costs “fit” within your grant request plus school share. <p>The Sample AITS Application Answers pdf document is a help-guide for narrative questions #3 (Residency), #5 (Results), #6 (Art Activities), and #7 (Assessment).</p> <p>The Teacher Professional Development in AITS pdf document is an informational guide for PD for the AITS residency.</p>
QUESTIONS:	<u>Overview:</u>
	<p><u>Contact information:</u></p> <p>Artistic Teaching Partner (ATP) - 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. (<i>Artistic Teaching Partners Roster SY2021</i>)</p> <p>AITS Contact at School – name and salutation, phone number, email.</p> <p>Principal – name and salutation, email.</p> <p>Enter phone numbers in the following format: 808-123-4567.</p> <p>Providing the salutation for the AITS Contact and the Principal is helpful when we communicate with them.</p>
	<p><u>Overview information about the AITS residency:</u></p> <p>AITS Project Title (<i>100 character maximum, including spaces</i>)</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 = 54</p> <p>DON’T - Students will create books by hand, exploring the nuances of language through visual and tactile expressions. = 110</p> <p><i>Example #2 – one ATP</i></p>

DO - Animals: their Environments and their Survival through Clay = **60**

DON'T - Animals and their Environments through Clay and Survival of Hawaiian Endangered Species through Clay = **100**

Example #3 – two ATP

Exploring Hand Drumming To World Music (EHD) & Moving Into Mo'olelo (MIM) = **73**

Example #4 – two ATP

Interpreting Fine Art Through Dance and Theater: United We Grow = **63**

Summary of Project: (500 character maximum, including spaces)

Write your summary like this:

Students will _____ to learn _____ in order to _____.

Example – two ATP

POETRY: Students will write poetry to learn to engage with metaphor, symbolism, and sensory details in order to interpret their campus PWA.

PUPPETRY: Students will create puppets and learn to perform in order to express their poetry to interpret the PWA. = **253**

Fine Arts Discipline Focus of Residency:

Dance Literary Arts Music Drama/Theater Visual Arts

For only one ATP for the residency, indicate your ATP Roster art form.

For two ATP for the residency, indicate the arts forms for each ATP.

Estimated Total # of Students to be serviced by the residency:

Enter ONE total number for ALL the students who will be serviced by the residency.

Grade Levels to be serviced by the residency:

Use the drop-down menu to check all the grades that will be serviced by the residency.

Overview information about the school environment:

Overview information about the school environment (the question below) and the following sections “Question 1 for the Principal to answer” and “Question 2 for the Classroom Teachers to Answer” – give panelists a better understanding about your school and the value of AITS at your school.

	What Fine Arts experiences are provided for students during school time at your school: (500 character maximum, including spaces)
1. Questions for the Principal (worth 10 points)	Question 1 for the Principal to Answer: 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.
	1A. Tell us more about your school community and why your school should receive this grant. (1000 character maximum, including spaces)
	1B. What are your expectations for teachers' involvement in the AITS Program? (1000 character maximum, including spaces)
	1C. How will the administration demonstrate commitment to the overall success of AITS? (1000 character maximum, including spaces)
2. Questions for Classroom Teachers (worth 10 points)	Question 2 for Classroom Teachers to Answer: 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.
	2A. How will classroom teachers benefit from this AITS residency? (1000 character maximum, including spaces)
	2B. How will classroom teachers be involved during this residency? (1000 character maximum, including spaces)
	Details about the Proposed Residency:
	Questions 3 through 8 for Teaching Artist & Teachers to jointly answer:
	A residency must be a minimum of 8 sessions (if elementary) or 5 sessions (if secondary) with the same core group of students. Each session is a minimum of 30 minutes for lower elementary and 45 minutes for upper elementary and above. If performances or exhibitions are included (e.g. ho`ike, assembly), they must be supportive of the residency. If different grade levels have different topics and rationales, please list separately by grade.
3. Residency Description (worth 20 points)	3A. <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, Na Hopena A`o, and/or GLO, state here as part of topic. If there is an Essential Question, state here. (1000 character maximum, including spaces)

	<p>3B. <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>3C. <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>3D. <u>What is the projected schedule</u> (# of sessions, length of sessions)? <i>(500 character maximum, including spaces)</i></p>
<p>4. Benchmarks (worth 10 points)</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).</p> <p><i>(1500 character maximum, including spaces)</i></p>
<p>5. Expected Results (worth 15 points)</p>	<p>5A. 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>5B. 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>5C. 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>6. Art Activities (worth 15 points)</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>6A. How/what will students <u>CREATE</u>? <i>(1000 character maximum, including spaces)</i></p> <p>6B. 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>6C. How will students <u>RESPOND</u> (reflect on their own and others' artwork)? <i>(1000 character maximum, including spaces)</i></p>
<p>7. Assessment (worth 10 points)</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>7A. 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>7B. 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>7C. 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>
<p>8. Professional Development (worth 10 points)</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"> • The purpose is to support the residency and continuation of arts after the residency is over. • The PD must relate to the proposed residency. • If there is more than one ATP, and they are in different art forms, the PD should address each ATP’s art form. <p>8A. 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>8B. Give # of PD sessions, # of hours (hrs), # of teachers. <i>(100 character maximum, including spaces)</i></p> <p style="text-align: center;"><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><u>Estimated Budget for Total Residency Expenses, Grant Request, and School Share:</u></p>
	<p>The following three sections are for your estimated budget. Use the <i>AITS SY2021 Budget Worksheet Template</i> excel form to help you with this. This worksheet is for applicant use only and will not be submitted. If there are two ATP, each ATP can prepare a separate form. Be sure to double check your combined totals when you combine the residency expenses for both ATP.</p> <ul style="list-style-type: none"> • Total Residency Expenses – four categories of costs. • Grant Request and School Share – grant request must end in zero. • Identify Residency Expenses – brief and simple descriptions.

<p>Total Residency Expenses</p>	<p>This section is for the applicant to itemize the four categories of expenses for the entire residency. Remember that the total residency expenses is equal to the Grant Request plus the School Share.</p> <p>There are <u>four categories of residency expenses</u>:</p> <ul style="list-style-type: none"> • Teaching Artist Fees (residency teaching, PD, other TA fees) • Expendable Supplies/Materials • Travel (interisland, ground) • Other (e.g. field trips, assemblies) <i>(If you have questions about the Other category, call us for assistance.)</i> <p>If the ATP needs to “hire” others to work with them (e.g. residency assistants, specialists such as American Sign Language interpreters), these costs are other TA fees.</p> <p>Expendable Supplies/Materials are materials that are used up in the residency activities.</p> <p>Travel covers local ground transportation on your island and interisland travel costs (e.g. airfare, ferry, vehicle rental, lodging, ground transportation).</p> <p>Other <i>(most residencies do not have expenses in this category)</i></p> <p><u>All Grant Requests must end in ZERO</u></p> <ul style="list-style-type: none"> • AITS Regular grant maximum is \$6,000. The school is required to contribute an additional share equal to 10% of the AITS Grant Request and can contribute more if desired. • AITS APP PWA grant is \$8,000. No school share required. <p>Grant Request examples ending in zero: \$8,000 \$6,000 \$5,050 \$4,500 <i>And so forth</i></p> <p>This section accommodates either one ATP for the school's application or two ATP (if there are two).</p> <ul style="list-style-type: none"> • Most applications have only one ATP. Enter your residency expenses in column 1. • If you have two ATP, then column 1 is for ATP 1 and column 2 is for ATP 2. • Round your expenses as needed, usually round up, so that your grant request(s) will end in zero for the next section.
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	TOTAL RESIDENCY EXPENSES:	ATP 1	ATP 2 (if needed)
	Teaching Artist Fees		
	Expendable Supplies/Materials		
	Travel		
	Other		
	EXPENSE TOTALS	Automatic calculation	Automatic calculation

Grant Request & School Share	<p>For only one ATP, fill in the fields for ATP 1 Grant Request and ATP 1 School Share. Your Grant Request must end in zero.</p> <p>For two ATP, ATP 2 must fill in the fields for ATP 2 Grant Request and ATP 2 School Share.</p> <p>Make sure your figures align with the page for Residency Expenses-Budget. Your Grant Request for each ATP must end in zero.</p> <p>The Grant Request and the School Share totals for the application will automatically calculate. The calculated Grant Request must end in zero.</p>											
	<table border="1"> <tr> <td>ATP 1 Grant Request</td> <td></td> </tr> <tr> <td>ATP 2 Grant Request</td> <td></td> </tr> <tr> <td>GRANT REQUEST</td> <td>Automatic calculation</td> </tr> <tr> <td>ATP 1 School Share</td> <td></td> </tr> <tr> <td>ATP 2 School Share</td> <td></td> </tr> <tr> <td>SCHOOL SHARE</td> <td>Automatic calculation</td> </tr> </table>	ATP 1 Grant Request		ATP 2 Grant Request		GRANT REQUEST	Automatic calculation	ATP 1 School Share		ATP 2 School Share		SCHOOL SHARE
ATP 1 Grant Request												
ATP 2 Grant Request												
GRANT REQUEST	Automatic calculation											
ATP 1 School Share												
ATP 2 School Share												
SCHOOL SHARE	Automatic calculation											

Identify Residency Expenses	<p>This section is for the applicant to:</p> <ul style="list-style-type: none"> Indicate AITS Grant type - either AITS Regular or AITS APP PWA. Simply identify residency expenses (e.g. art supplies, paints, brushes, interisland travel, mileage). If none, enter None. <u>IF</u> the school share is paying for any enduring supplies/materials items, identify what and how much it costs under Other. (<i>If you have questions about this, call us for assistance.</i>) <p>If your application includes two ATP:</p> <ul style="list-style-type: none"> ATP 1 should fill in the ATP 1 fields and ATP 2 should fill in the ATP 2 fields. Make sure your ATP 1 or ATP 2 designation matches with the Residency Expenses-Budget page.
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	<u>Certification</u>
	<p>Certification signatures are required for each AITS application.</p> <ul style="list-style-type: none"> ATP - certification esignatures. If there are two ATP, then two certification esignatures are required. For ATP Organizations, the

	<p>ATP Organization Contact Person must provide the certification esignature.</p> <ul style="list-style-type: none"> • AITS Contact - certification esignature. • Principal - signature form to upload. The form is a fillable PDF for esignature. <p>Name your Principal Signature Form as follows before you upload it: SchoolName_AITS2021_Principal</p> <p>Since these forms are required for your AITS application, GO Smart will "notify you" if you do not upload it and try to submit.</p>
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ADDITIONAL INFORMATION

<p>HOW APPLICATIONS ARE REVIEWED AND SELECTED</p>	<ul style="list-style-type: none"> • Applications that are received by the stated deadline will be reviewed by staff for completeness and eligibility. • Applications will be reviewed and scored (100 points maximum) by a panel using pre-determined criteria. See <i>Panel Review_AITS Scoring_SY2021.pdf</i>. Applications will be ranked from highest to lowest score for the panel meeting. • Applications may be given additional points, if we are not able to fund all the applications, for: <ul style="list-style-type: none"> ○ Title I schools ○ If the school is designated "rural" ○ If the school has not received an AITS grant in the last 5 years (no grant from SY 2015 through SY 2019) • The panel will discuss the applications, the scores and any additional points as needed, to make recommendations to the SFCA 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. • Grants are awarded based on ranked order, until AITS funds are depleted. • 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>HOW THE AITS PROGRAM IS FUNDED</p>	<p>The 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 SFCA Art in Public Places Program. Since SY2009, the Hawai'i Community Foundation has matched SFCA's funds with private funds, doubling the amount of available funds.</p>

<p>AITS PROGRAM TIMELINE</p>	<p>These are the approximate dates for the AITS Program:</p> <ul style="list-style-type: none"> • January 2020 – disseminate application information to public & public charter schools and teaching artists • April 27, 2020 – deadline for online application submittal • June 2020 – panel meets to make recommendations • July 2020 – the Board of Commissioners meets to discuss and review panel recommendations; approve funding pending availability of funds • August 2020 – official notification to schools receiving an AITS grant • August 2020 – begin SFCA contracting with ATP • School Year 2021 – AITS residencies take place; principals write mahalo letters to Legislators • May 31, 2021 - Final Reports & Evaluations due, or 30 days after residency is completed, whichever is earlier
<p>GRANT REQUIREMENTS</p>	<p><u>These are the requirements once your school receives the grant.</u></p> <ul style="list-style-type: none"> • <u>Teachers must be present</u> during all residency sessions. • The <u>Final Report MUST be submitted</u>. It must be completed in the GO Smart online system thirty (30) days after the end of the residency, or by May 31, 2021, whichever is earlier. Only one final report is required for an AITS grant. The final report is the same for the AITS Regular Grant and the AITS APP PWA grant. Grantees failing to submit final reports by the deadline jeopardize their receipt of future AITS grants. • <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 SFCA, and invite the legislator to observe some part of the AITS residency. A copy of the notification should be emailed or mailed to the Arts Education Program, SFCA (pdf OK). We believe this is important for advocating for continued AITS funding.
<p>FISCAL REQUIREMENTS AND RESPONSIBILITIES</p>	<p>SFCA 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"> • SFCA, and with the assistance of its partners, is responsible for disbursing the approved grant funds to the ATP. • The School is responsible for disbursing the school share to the ATP: <ul style="list-style-type: none"> ○ If the school share is intended for any part of the teaching artist residency or professional development fee, ○ 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.

	<ul style="list-style-type: none"> • Schools may request that the ATP submit any necessary fiscal paperwork including invoices for payment. • The School's process for contracting the ATP should begin within 10 business days upon receipt of encumbrance information from the ATP. • The School's process for payments should begin within 10 business days after receipt of the ATP's invoice. • 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.
<p>WE DO NOT FUND <i>(this list is not exhaustive)</i>:</p>	<ul style="list-style-type: none"> • Costs for food and/or refreshments • Enduring assets such as musical scores, books, costumes, props, tools, instruments, equipment • Commissions for visual artists to execute professional works of art • Un-itemized miscellaneous expenses in the Budget • 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 • Perquisites (non-salary compensation or other employee benefits) • Equipment purchases and/or long-term equipment rentals • Foreign travel • Subgrants or regrants • Interest payments, insurance, or similar finance cost; audits • Utilities and communications costs (e.g. water, electricity, telephone) • 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 • Festivals, community events, concerts, competitions • Conferences, symposia, lectures, continuing education courses, and similar activities. • Out-of-state collaborations
<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 SFCA logo is to be used.</p> <p>Required language for credits & acknowledgements:</p> <p><i>“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 the National Endowment for the Arts, and private support from the</i></p>

	<p><i>Hawai`i Community Foundation.”</i></p> <p>Download logos from SFCA website:</p> <p>http://sfca.hawaii.gov/about-us/logos-pr-information/</p>
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