

State Foundation on Culture and the Arts
Artists in the Schools Program SY 2023-2024/25



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 (p2)

- Applicant Eligibility
- Application Requirements

APPLICATION AND INFORMATIONAL MATERIALS (p3)

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

HELPFUL TIPS (p4)

- General Tips
- Certification

ADDITIONAL INFORMATION (p5)

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

OVERVIEW

PROGRAM TITLE	Artists in the Schools (AITS) Program Partnership Grant for SY 2022-2023
APPLICATION DEADLINE	Sunday April 9, 2023 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 (AITS APP) arts residency is to increase student's appreciation of, and engagement with, the Arts in Public Places Collection including but not limited to a Permanent Work of Art at their school. The residency emphasis is on interpreting the work of art 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	<p>The grant funds and arts residency activities are for only School year 2023-2024, or School Year 2023-2024 and 2024-2025.</p> <ul style="list-style-type: none"> • This year, schools are able to apply for a one- or two-year long residency. Individual Artistic Teaching Partners working with multiple schools must ensure that all of their schools are either all one-year or two-year long residencies due to contracting.
MAXIMUM GRANT	<ul style="list-style-type: none"> • AITS General Grant - \$7,000 grant + up to \$500 for Professional Development.

AMOUNTS	<ul style="list-style-type: none"> ○ For the Two-Year General Grant Residency, \$14,000 grant + up to \$1,000 for Professional Development • AITS Art in Public Places (APP) Grant - \$8,000 + up to \$500 for Professional Development. <ul style="list-style-type: none"> ○ For the Two-Year APP Residency, \$16,000 grant + up to \$1,000 for Professional Development. • This year, schools are not required to match funds or any grants. • All schools can apply for APP Grants. The grant focus around interpreting a work of art in our Public Works of Art Collection: http://dags.hawaii.gov/sfca/app/gallery/
GO SMART ONLINE APPLICATION SYSTEM:	<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 SY2023-24 GO Smart Application Instructions (pdf) before you begin inputting applicant and application information in GO Smart.</p>
CONTACT	<p>Danica (Nikki) 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

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 ONE of the following grants. Only ONE application per school:</p> <ul style="list-style-type: none"> • AITS General Grant, <u>OR</u>. • AITS APP Grant. <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 (SY2022-2023) 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 Grant, based on available funds. All applications undergo the same panel review in one AITS panel.
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APPLICATION
REQUIREMENTS

Applications not meeting these requirements will be ineligible.

- Schools must only use Teaching Artists from the current Artistic Teaching Partners Roster. (Find the Artistic Teaching Partner Roster on the *SFCA website located [here](#)*)
 - 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 in order to qualify for this cycle.
- The 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.
 - 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.
- Professional Development (PD) for teachers is encouraged but not required as part of the residency. If applying for up to an additional \$500 for PD, the PD must be led by the Artistic Teaching Partner, minimum of one-hour in length. Professional Development must have the following criteria:
 - 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 both providing professional development and they work 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.

RESIDENCY LENGTH REQUIREMENTS	<ul style="list-style-type: none"> • Individual Artistic Teaching Partners must apply for either all one year or all two-year long grants for all of the schools they are working with, regardless of whether it is an APP or a General Grant. • Artistic Teaching Partner Organizations applying for an APP grant must apply for either all one year or all two-year long grants for all the schools they are working with. • Artistic Teaching Partner Organizations applying for a General Grant may apply for either one year or two-year grants based on the preference of each school. • If an Individual Artistic Teaching Partner is currently in the middle of a two year grant, they cannot apply with any schools this cycle. • If an Artistic Teaching Partner Organization is in the middle of a two year AITS APP grant, they are unable to apply for any AITS APP grants with any schools this cycle.
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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/</p> <p>Download them to your computer where you can easily find them.</p>
NECESSARY MATERIALS FOR APPLYING	<ul style="list-style-type: none"> • AITS SY2023-24 Application Instructions (this document that you are reading) (pdf) • AITS SY2023-24 GO Smart Online Instructions (pdf) • AITS SY2023-24 Principal Signature Form (fillable pdf for eSign) • AITS SY2023-24 Questions Worksheet Template (word doc) • AITS SY2023-2024 General Grant Budget Worksheet Template, <u>or</u> AITS SY2023-2024 APP Grant Budget Worksheet (excel) • Artistic Teaching Partners Roster SY2023-4 (pdf)
HELPFUL INFORMATION FOR AITS	<ul style="list-style-type: none"> • Teacher Professional Development in AITS (pdf) • Panel Review_AITS Scoring_SY2023 (pdf)
USEFUL WEBSITE RESOURCE LINKS	<ul style="list-style-type: none"> • <u>Common Core Standards and Hawai'i Content & Performance Standards III</u> • <u>National Core Art Standards</u> • <u>ARTS FIRST Essential Arts Toolkit: Hawai'i Fine Arts Grade Level Guide for the K-5 Classroom Teacher, 2nd edition</u> • <u>Arts Integration Framework</u> • <u>Na Hopena A'o</u>

HELPFUL TIPS

<p>GENERAL TIPS:</p>	<p>Use the <u>AITS SY2023-24/25 Questions Worksheet Template</u> 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 Grant. For APP Grants, you must connect the residency to specific art in the collection, found here http://dags.hawaii.gov/sfca/app/gallery/.</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. • Do not assume that panelists have prior knowledge about your school. • Use the Project Budget Sheet, writable excel form to work on the details for your total residency expenses. This sheet will be submitted and uploaded as a PDF. <ul style="list-style-type: none"> ○ If there are two ATP, each ATP will prepare a separate budget worksheet. But make sure that when you add the costs together – that these costs do not exceed the grant request and school share. ○ Use the budget spreadsheet that aligns with the kind of grant you are applying for: General, APP or General School Share Reduction • The Teacher Professional Development in AITS pdf document is an informational guide for PD for the AITS residency.
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	<p><u>Certification</u></p> <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 ATP Organization Contact Person must provide the certification esignature.
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- AITS Contact - certification esignature.
- Principal - signature form to upload. The form is a fillable PDF for esignature.

Name your Principal Signature Form as follows before you upload it:
SchoolName_AITS2023-24_Principal

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

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. <i>See Panel Review_AITS Scoring_SY2023-24.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 2018-19 through SY 2022-23) • 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 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"> • December 2022 – disseminate application information to public & public

	<p>charter schools and teaching artists</p> <ul style="list-style-type: none"> • April 9, 2023 – deadline for online application submittal • Late April 2022 – panel meets to make recommendations • May 2022 – the Board of Commissioners meets to discuss and review panel recommendations; approve funding pending availability of funds • July 2022 – official notification to schools receiving an AITS grant • July – begin SFCA contracting with ATP • School Year 2023-2024 – AITS residencies take place; principals write mahalo letters to Legislators <ul style="list-style-type: none"> • If applying for a two-year residency, residencies will take place also in the 2024-2025 School Year. Principals will write mahalo letters to Legislators at the completion of the residency. • July 30, 2024 - Final Reports & Evaluations due, or 30 days after residency is completed, whichever is earlier <ul style="list-style-type: none"> • If applying for a two-year residency, a final report will be due on July 30, 2025, or 30 days after the residency is completed, whichever is earliest.
<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 July 30, 2023, whichever is earlier. Only one final report is required for an AITS grant. The final report is the same for the AITS General Grant and the AITS APP 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) sometime 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 (if applicable):

	<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. • 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 affect a remedy as soon as possible.
<p>WHAT 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> For printed materials, such as flyers, newsletters, and program, the SFCA</p>

	<p>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 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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