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State Foundation on Culture and the Arts

Artists in the Schools Program

Partnership Grant Application SY 2024-2025/6

# **QUESTIONS WORKSHEET TEMPLATE**

Please read the *AITS SY2024-25/6 Application Instructions* before you begin.

Use this Worksheet for the information that you need to fill in the application on GO Smart. This includes contact and overview information and narrative questions.

For the narrative questions, compose your answers here and then you can “cut and paste” your answers into the online application. These questions require time and editing to prepare a thoughtful and complete answer. Do not feel obligated to use the maximum character count.

**SCHOOL OVERVIEW**

**Artistic Teaching Partner (ATP) on the ATP Roster** (multiple selections allowed)

Drop down menu. Select the one or two ATP who will do the residency/residencies.

**ATP 1 Phone Number** (e.g. 808-123-4567)

**ATP 1 Email**

**ATP 2 Phone Number** (if you have an ATP 2) (e.g. 808-123-4567)

**ATP 2 Email** (if you have an ATP 2)

**AITS Contact at School (include Salutation – Ms., Mr., Dr., etc.)**

**AITS Contact’s Phone Number** (e.g. 808-123-4567)

**AITS Contact’s Email**

**Principal’s Name (include Salutation – Ms., Mr., Dr., etc.)**

**Principal’s Email**

**Does the school have Title 1 status?**

(Yes/No)

**Fine Arts Discipline Focus of Residency** (multiple selections allowed)

Drop down menu. Select the arts discipline(s) for your residency/residencies.

* Cultural Arts
* Dance
* Drama/Theatre (includes Storytelling, Puppetry, Mime)
* Literary Arts
* Media Arts
* Music
* Visual Arts
* Other

**Estimated Total # of Students to be served by the residency (enter ONE total number)**

**Check each GRADE LEVEL to be serviced by the residency** (multiple selections allowed)

Drop down menu.

* Grades Pre-K through 12

**Month Residency Begins**

Drop down menu. Select the earliest month the residency would begin- including the earliest date the teaching artist will purchase supplies for the residency

**ARTS EDUATION DATA**

**Does the school have dedicated Arts Educator(s) on staff?**(Drop down: Yes/No)

**Please provide the total Full Time Equivalent of Arts Educators at the school?** If you do not have any dedicated Arts Educators at the school currently, please write “N/A.”

**Please select all arts disciplines taught at your school with dedicated Arts Instructors.**

Check box menu: visual arts, theatre, dance, music, media arts, cultural arts, other, none.

**DISTRICT INFO**

Please fill out State House and Senate District for the school. If you are unsure of the district, please go to <https://www.capitol.hawaii.gov/findleg.aspx>.

**State House District**

**State Senate District**

**What County is your school located within?**

Check box menu: Hawaiʻi, Honolulu, Kalawao, Kauaʻi, Maui

**SCHOOL DEMOGRAPHICS**

As this information is public for public schools, we ask that Charter Schools please share your school demographics to the best of your ability. This information is to provide context for panelists, and will not affect the score.

**Number of students who attend the school**

**Grade levels served at the school**

**Languages spoken at home of students (please share as a list)** *(500 character maximum, including spaces)*

**Race/ethnicity make up of the students at your school** *(500 character maximum, including spaces)*

**RESIDENCY INFORMATION**

**AITS Project Title** Please be sure to make this title as succinct as possible. Example: Farm to Design: Natural Dye Creation. *(100 character maximum, including spaces)*

**Brief Summary of Project** *(500 character maximum, including spaces)*

Please use this format: Students will…to learn...in order to...

(Example: POETRY: Students will write poetry to learn to engage with metaphor, symbolism, and sensory details in order to interpret their campus Public Work of Art.)

**Residency Length**

This year, applications can be submitted for one- or two-year grants with the following conditions:

* 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.

**Are you applying for a one-year or two-year residency?**

* One Year Residency
* Two Year Residency

**Is your Artists in the Schools Residency an Arts Integrated Residency** (a residency that combines the arts with another core subject area, such as science or English)? *This information helps contextualize the residency for panelists, and does not affect scoring.*

* Yes
* No

**How many years has this teaching artist partnered with this school** (This is for context for the panelists and will not affect your score).

* First year
* 2-5 years
* 5+ years

**RESIDENCY TYPE**

Art in Public Places (APP) Grants must revolve around interpreting a Public Work of Art from the SFCA Art in Public Places Collection. If the school has a Permanent Work of Art from the SFCA Collection on their campus, we highly recommend using that. Otherwise, please refer to the [Art in Public Places Catalog](http://dags.hawaii.gov/sfca/app/gallery/) to choose the piece(s) that will be interpreted in the residency.

**Are you applying for an Artists in the Schools General Grant, or an Art in Public Places Artists in the School Grant?**

* General Grant (maximum grant is $7,000 + up to $500 for Professional Development)
* Art in Public Places Grant (maximum grant is $8,000+ up to $500 for Professional Development)

**If you are applying for an APP Grant, please download the image you will be utilizing from http://dags.hawaii.gov/sfca/app/gallery/, and then upload it to the 'file upload' for our panelists to see.**Please upload a PDF with the image(s), artist(s), and title(s) of the piece.

**QUESTIONS FOR THE PRINCIPAL (worth 10 points)**

The SFCA considers Artists in the Schools a partnership between the school, the teachers, and the Teaching Artist. To demonstrate the schools support and collaboration in this partnership, please provide specific answers to the questions below. **This section must be filled out by the principal to articulate the role they will play to support the success of the residency.**

**How will the school administration support and demonstrate commitment to the overall success of the AITS Residency?**

(Check all that apply)

* I will support teachers to participate in Professional Development during the school day provided by the AITS Teaching Artist
* I will support and encourage teachers to incorporate the arts into their curriculum
* We will monetarily support this residency with additional funding
* We will provide available space on-site for the teaching artist to utilize (including but not limited to a classroom, cafeteria, auditorium, gym, etc.)
* I will observe the teaching artist incorporating arts into the classroom, and will encourage other teachers to observe the teaching artist (with consent from the classroom teacher and teaching artist)
* Other

**Please elaborate further on how you would support the AITS residency.** *(1000 character maximum, including spaces)*

**QUESTIONS FOR CLASSROOM TEACHERS (worth 10 points)**

Teachers should understand that the residencies are partnerships in which they play an active and essential role: co-planning, scheduling, reflecting, and assessing with the teaching artist, following through in-between artist visits to support the learning goals, and/or learning from and using professional development strategies outlined in this application. **This section must be filled out by the teacher(s) to articulate they role they will play to support the success of the residency.**

**Share how teacher(s) will support the AITS residency?** Please include plans on how you will work with the teaching artist regarding: co-planning, scheduling, reflecting and assessing. In addition, please share how you will benefit from the residency as a teacher. (1,000 character maximum, including spaces)

**QUESTIONS FOR TEACHING ARTISTS & TEACHERS (to jointly answer)**

A residency must be a minimum of 8 sessions (if elementary) or 5 sessions (if secondary) with each class/group of students served. Each session is a minimum of 30 minutes for lower elementary and 45 minutes for upper elementary and above. If performances are included (ex. hō`ike or cultural presentation), they must be supportive of the residency. If different grade levels have different topics and rationales, or two different teaching artists are conducting two separate residencies, please list separately by grade.

For example:

1. Teaching Artist A’s Residency Goals/Grade Level 1’s Residency Goals
2. Teaching Artist B’s Residency Goals/Grade Level 2’s Residency Goals

**RESIDENCY DESCRIPTION (worth 40 points)**

Clearly and specifically provide a thoughtful overview of the learning experience

* 1. Include how students will...
     1. Create
     2. Perform/exhibit share
     3. Respond
     4. Connect

Throughout the residency. *(15,000 character maximum, including spaces)*

* 1. Please refer to specific standards connected to each subject in the residency—including the NCAS standards, which are divided by Creating, Performing, Responding and Connecting (Please include up to two standards per subject)
  2. For multi-year residencies, describe the residency plan for year one and year two.
  3. For an APP residency, please be sure to include how the art piece connects to each element of the residency.

**TIMELINE (worth 5 points)**

**What is the projected schedule? Please include meetings between teaching artists and teachers, teaching sessions, number of sessions and length of sessions?** Include dates, even if they are tentative or estimates. *(1500 character maximum, including spaces)*

**ASSESSMENT (worth 10 points)**

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.

**How do you define success? What assessment strategies will you use to determine success? Please include clear measurements.** (*2000 character maximum, including spaces)*

**COLLABORATION AND CULTURAL CONTEXT (worth 10 points)**

The foundation of the Artists in the Schools Residency is collaboration and partnership between the classroom teachers and the teaching artists.

**What are the expectations for the teachers and teaching artists in this partnership and how will you hold yourselves and each other accountable?** Please be sure to answer BOTH parts of the question. *(2000 character maximum, including spaces)*

**How does this residency serve the community of the school and how will the residency be relevant and responsive to the people in the class?** (2000 character maximum, including spaces)

**Professional Development (worth up to an additional bonus 10 points)**

Professional Development (PD) is optional but highly encouraged. Schools interested in Professional Development can apply for up to $500 for professional development services from the Artists in the Schools Teaching Artist(s).

While Professional Development has many definitions, the SFCA will only fund Professional Development that focuses on providing teachers theories and tools that they can incorporate into their own teaching practice. For example: Sharing and practicing three different community-building theatre games to be used at the start of the day/after lunch is a strong Professional Development. Teaching teachers a specific skill to better assist the teaching artist during the residency, while valuable, is not considered professional development (this would be a part of the prep).

**Will you be including Professional Development into your AITS Residency?**

(Yes or No)

* Strong Professional Development (PD) Application:
  + At least a one-hour session – led by the teaching artist - for the classroom teachers involved in the residency/at the school
  + Related and relevant to the proposed residency.

**What is the goal of the PD session?** Please include outcomes and specific tools that teachers can incorporate into their teaching practice. *(1000 character maximum, including spaces)*

**Please share how the PD connects to the HĀ and NCAS standards**.*(1000 character maximum, including spaces)*

**Give # of PD sessions, # of hours, and projected # of teachers.** (Example: one 60 min PD session for 3 Grade 2 teachers) *(1000 character maximum, including spaces)*

**Residency Expenses - Budget (worth 10 points)**

This section is for the applicant to present an estimated budget. You will be required to fill in and submit the Residency Budget Sheet in excel in this section. If there are two ATP, each ATP should prepare a separate worksheet. Be sure to double check your combined totals when you combine the residency expenses for both ATP.

If applying for a two-year grant, please submit two separate budget forms for year one and year two.

* Be sure to upload your file to your application in GO Smart as a PDF.

**Grant Request and Financial Support**

Use the numbers on the Project Budget Sheet to fill out this section. Make sure your figures align with the Project Budget Sheet.   
  
Make sure the ATP 1 and ATP 2 designation matches the Project Budget Sheet  
  
While the School is not required to financially support the grant, please be sure to include any additional financial support for the residency that the school will provide. (i.e. Funding supplies, additional expenses for subs while teachers are taking PDs, budget for kiln electricity, etc.)

**Certification Signatures**

Certification signatures are required for each AITS application.

* ATP - certification e-signatures. If there are two ATP, then two certification e-signatures are required. For ATP Organizations, the ATP Organization Contact Person must provide the certification e-signature.
* AITS Contact - certification e-signature.
* Principal - signature form to upload. The form is a fillable PDF.

Download the AITS SY2023-24 Principal Signature form, a fillable pdf, located in Necessary Materials on GoSmart.  
  
The form is designed for eSign, if your Adobe Acrobat software can do it for you. In this case, after you do the eSign, then upload the form.  
  
Otherwise, sign the form, scan it, and then upload the signed form.  
  
Name your Principal Signature Form as follows before you upload it:  
                     SchoolName\_AITS2023-24\_Principal  
  
Since the Principal form is required for your AITS application, GO Smart will "notify you" if you do not upload it and try to submit.

Grant funding is subject to the funds being authorized and appropriated by the Legislature for such purpose and allocated by the executive budget process. 

ATP CERTIFICATION:

* Artistic Teaching Partner 1 - By including my electronic signature, I certify that the information contained in this application is correct to my knowledge.
* Artistic Teaching Partner 2 (if needed) - By including my electronic signature, I certify that the information contained in this application is correct to my knowledge.

ATP CERTIFICATION STATEMENT:

* I have worked with the school on this partnership application for an AITS grant.
* I have read through and approve the final application, including proposed residency costs and grant request.
* If the partnership receives an AITS grant, I will work with the school to provide the residency described in the application.
* If there are any changes/updates when the residency is scheduled to begin, I will contact SFCA for approval before implementing them.
* I will work with the school to ensure that the residency online final reporting is completed 30 days after the completion of the project or 30 days after the end of the contract, whichever is earliest.
* I/we are not barred or suspended from receiving federal funds
* I/we are registered and compliant with Hawaiʻi Compliance Express