

State Foundation on Culture and the Arts
Artists in the Schools Program SY 2025-2027



AITS PARTNERSHIP APPLICATION INSTRUCTIONS
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OVERVIEW

PROGRAM TITLE	Artists in the Schools (AITS) Program Partnership Grant for SY 2025-2026.
APPLICATION DEADLINE	March 30th 2025 at 11:59 p.m. HST via GoSmart online submittal.
PURPOSE OF THE GRANT	<p>The AITS program provides schools with direct-service residencies focused on the Fine Arts Standards by funding contracts with Teaching Artists from the Artistic Teaching Partners (ATP) Roster.</p> <ul style="list-style-type: none"> • The AITS residency is a collaboration between the school and an Artistic Teaching Partner (ATP). ATPs may be individual Teaching Artists or Arts Organizations that employ one or more Teaching Artists. All ATPs are selected and trained to lead AITS arts residencies. The application and residency plan should be developed jointly by the school and the ATP. • Teachers are expected to be actively involved in all stages of the residency, including planning, student engagement, professional development, student assessment, and reflection. • All residencies are designed around the National Core Arts Standards and/or art-specific standards (e.g., Literary Arts uses different standards), HĀ, and foster creativity, critical thinking, communication, and collaboration. • Each residency includes student engagement in the three artistic processes: Creating, Performing/Exhibiting/Sharing, and Responding/Connecting (C-P-R-C). • Residencies should complement, not replace, the school's existing fine arts curriculum. • The AITS Art in Public Places (AITS APP) residency aims to enhance students' appreciation of and engagement with the Arts in Public Places Collection, including any Permanent Works of Art at their school. This residency focuses on interpreting these works through standards-based lessons in the fine arts (dance, drama, literary arts, music, and visual arts). • In addition to student sessions and teacher professional development, the residency may include a performance or lecture-demonstration by the ATP, which must relate to the Fine Arts Standards.
GRANT PERIOD	<p>The grant funds and arts residency activities are for only the 2025-2026 and 2026-2027 school year.</p> <ul style="list-style-type: none"> • Schools are able to apply for a one- or two-year long residency. However, this year the applications for one or two year residencies are on GoSmart as two separate programs. Be sure to fill out your application in the correct Program 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 AMOUNTS	<ul style="list-style-type: none"> • Both AITS Arts in Public Places Grant (APP) and AITS General Grant - \$8,000 grant + up to \$500 for Professional Development. • Schools are not required to match funds or any grants, but are encouraged to financial support if able.

	<ul style="list-style-type: none"> • All schools can apply for APP Grants. The grant must focus around interpreting a work of art in our Public Works of Art Collection: http://dags.hawaii.gov/sfca/app/gallery/
GOSMART ONLINE APPLICATION SYSTEM:	<p>The SFCA uses an online application system called GoSmart to receive and review grant applications.</p> <p>To access the GoSmart website and the application, click here: https://hawaii.gosmart.org.</p> <p>Read the AITS GoSmart Application Instructions (pdf) before you begin inputting applicant and application information in GoSmart.</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 must be a public or public charter school in the State of Hawai'i. All Hawai'i public and public charter schools are eligible to apply. At the time of application, a school must have been in operation and providing services to its students for at least one semester.</p> <p>Schools may apply for one of the following grants, with only one application per school:</p> <ul style="list-style-type: none"> • AITS General Grant, OR • AITS APP Grant. <p>Clarifying Notes:</p> <ul style="list-style-type: none"> • There is no waiting period or required break between applications. Schools that currently have an AITS grant (SY2024-2025) or have received AITS grants in consecutive years may continue to apply. • Schools have an equal opportunity to apply for either the AITS General Grant or the AITS APP Grant, based on the availability of funds. All applications are reviewed by the same AITS panel.
APPLICATION REQUIREMENTS	<p><u>Applications that do not meet the following requirements will be considered ineligible:</u></p> <ul style="list-style-type: none"> • Teaching Artist Requirement: Schools must only use Teaching Artists from the current Artistic Teaching Partners (ATP) Roster. (The roster can be found on the SFCA website here.) <ul style="list-style-type: none"> ○ An application may include more than one ATP from the roster, but it is recommended not to exceed two ATPs. The maximum word counts include enough space for two different

	<p>residencies facilitated by two different teaching artists. Each school can only apply for one AITS grant per year.</p> <ul style="list-style-type: none"> ○ Each ATP may serve multiple schools; there is no limit on the number of schools ATP can work with. ● Final Report Requirement: All Final Reports from any previous AITS grants must be submitted by the stated deadline to qualify for this cycle. ● Online Submission: The AITS grant application must be submitted online via GoSmart. ● Residency Timing: The proposed residency must take place during the school day. After-school or summer school programs are not eligible. ● Core Group of Students: The residency must engage a core group of students, meaning the same group of students for all sessions. <ul style="list-style-type: none"> ○ Elementary schools must have eight or more sessions. ○ Secondary schools must have five or more sessions. ○ Each session must last at least 30 minutes for lower elementary and 45 minutes for upper elementary and higher. ● Professional Development (PD): PD for teachers is encouraged but not required. If applying for up to an additional \$500 for PD, it must be led by the ATP and be at least one hour in length. The PD must meet the following criteria: <ul style="list-style-type: none"> ○ It should support the residency and the continuation of the arts after the residency ends. ○ It must be relevant to the proposed residency. ○ If more than one ATP is involved, and they work in different art forms, the PD should address each ATP's specific art form. ● Statements of Support: Signed statements of support from the ATP, AITS Contact, and Principal must be included as part of the application.
<p>RESIDENCY LENGTH REQUIREMENTS</p>	<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.

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>
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	Download them to your computer where you can easily find them.
NECESSARY MATERIALS FOR APPLYING	<ul style="list-style-type: none"> • AITS SY2025-27 Application Instructions (this document that you are reading) (pdf) • AITS GoSmart Online Instructions (pdf) • AITS SY2025-27 Principal Signature Form (fillable pdf for eSign) • AITS Budget Sheet (word doc) • AITS Grant Budget Worksheet Template (excel) • Artistic Teaching Partners Roster (link here)
HELPFUL INFORMATION FOR AITS	<ul style="list-style-type: none"> • Teacher Professional Development in AITS (pdf) • AITS Scoring Form_2025-2027 (pdf)
USEFUL WEBSITE RESOURCE LINKS	<ul style="list-style-type: none"> • 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

HELPFUL TIPS

GENERAL TIPS:	<p>Use the <u>AITS SY2025-27 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 GoSmart.</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 there is true collaboration between ATP and classroom teachers, and that the answers reflect this.
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	<ul style="list-style-type: none"> • Do not assume that panelists have prior knowledge about the artist or the 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. 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. • 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_AITS2025-27_Principal</p> <p>Since these forms are required for your AITS application, GoSmart will "notify you" if you do not upload it and try to submit.</p>

ADDITIONAL INFORMATION

<p>HOW APPLICATIONS ARE REVIEWED AND SELECTED</p>	<p>Application Review: Applications submitted by the deadline will be reviewed by staff to ensure completeness and eligibility.</p> <p>Scoring: Applications will be reviewed and scored (up to 90 points) by a panel using pre-determined criteria. Refer to the <i>AITS Scoring_Form SY2025-27.pdf</i> for details. Applications will be ranked from highest to lowest score for discussion during the panel meeting.</p> <ul style="list-style-type: none"> • Additional Points: If not all applications can be funded, extra points may be awarded to the following categories: <ul style="list-style-type: none"> ○ Title I schools ○ Schools designated as "rural" ○ Schools that have not received an AITS grant in the past 5
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	<p>years (from SY 2020-2025)</p> <ul style="list-style-type: none"> • Panel Discussion: The panel will discuss applications, review scores, and consider any additional points as needed to make funding recommendations to the SFCA Board of Commissioners. • Board Review: The SFCA Board of Commissioners will meet to review the panel's recommendations and approve funding, subject to the availability of funds. • Grant Awards: Grants will be awarded in ranked order until the AITS funds are exhausted. • Panel Composition: Panelists are community members with expertise in arts education. The panel pool is regularly updated and includes university professors, arts education administrators, retired and current DOE professionals, arts organization leaders, and teaching artists 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 2024 – disseminate application information to public & public charter schools and teaching artists • March 30, 2025 – deadline for online application submittal • April 2025 – panel meets to make recommendations • May 2025 – the Board of Commissioners meets to discuss and review panel recommendations; approve funding pending availability of funds • July 2025 – official notification to schools receiving an AITS grant • August/September 2025 – Contracting with ATP begins • School Year 2025-2026 – AITS residencies take place; principals write mahalo letters to Legislators • June 30, 2026 – Interim Reports & Evaluations due, or 30 days after residency is completed, whichever is earlier • June 30, 2027 – Final Reports & Evaluations due, or 30 days after residency is completed, whichever is earlier
<p>GRANT REQUIREMENTS</p>	<p><u>Here are the requirements once your school receives the grant:</u></p> <ul style="list-style-type: none"> • Teacher Participation: Teachers must be present and actively engaged during all residency sessions. • Report Submission: The Interim Report and Final Report MUST be submitted via the GoSmart online system. The Interim Report is due

	<p>30 days after the first year residency ends, or by June 30 2026 (whichever is earliest). The Final Report is due 30 days after the residency ends, or by June 30, 2027 (whichever is earliest). Both reports are the same for the AITS General Grant and the AITS APP Grant. Failure to submit these reports on time may affect eligibility for funding in the second year of the grant and future AITS grants.</p> <ul style="list-style-type: none"> • <u>Mahalo Letter to Legislators:</u> We kindly ask that the school principal send a written notification to the state representative and senator from the school's district to inform them of the AITS grant award. The letter should express gratitude for the legislator's support of the AITS Program through appropriations to the SFCA and invite them to observe part of the residency. Please email or mail a copy of the letter to the Arts Education Program at SFCA (PDF is acceptable). This step is vital for advocating for continued funding for the AITS Program.
<p>FISCAL REQUIREMENTS AND RESPONSIBILITIES</p>	<p>SFCA will notify schools and ATP about their AITS grant status (i.e., funded or not funded) after the new school year begins.</p> <ul style="list-style-type: none"> • SFCA, with the help of its partners, is responsible for distributing the approved grant funds to the ATP. • The school is responsible for providing its share of the funds to the ATP (if applicable) for: <ul style="list-style-type: none"> ○ Any portion of the teaching artist residency or professional development fee, ○ Reimbursements to the ATP for supplies, materials, travel costs, or other grant-approved expenses. • Schools may request that the ATP submit any necessary fiscal paperwork, including invoices, for payment. • The school's process for contracting with the ATP should begin within 10 business days of receiving encumbrance information from the ATP. • The school should begin the payment process within 10 business days after receiving the ATP's invoice. • If there are any issues or delays with encumbrance or payment, the school must communicate with the ATP and take action to resolve the situation as quickly 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

	<ul style="list-style-type: none"> • 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 Hawai`i Community Foundation.”</i></p> <p>Download logos from SFCA website:</p> <p>http://sfca.hawaii.gov/about-us/logos-pr-information/</p>