



ARTS RESIDENCIES IN SCHOOLS GRANTS

FY20 GUIDELINES

Deadline: Friday, October 25, 2019 at 11:59 pm

New Period of Support! January 1, 2020 – December 31, 2020

All applications must be submitted online at

<https://artsandhumanities.fluidreview.com/>

All grant funding is subject to fiscal appropriation or termination by the
Montgomery County Government.

Late applications and supplemental materials will not be accepted.

801 Ellsworth Drive, Silver Spring, MD 20910

www.creativemoco.com

The Mission of the Arts & Humanities Council of Montgomery County

The Arts & Humanities Council of Montgomery County (AHCRC), in partnership with the community, cultivates and supports excellence in the arts and humanities, expands access to cultural expression, and contributes to economic vitality in the region.

Equity and Inclusion

With the acknowledgement and understanding that access to resources has been historically limited for certain groups of people, AHCRC is committed to cultural equity within all funding activities and to serving communities that have been traditionally underrepresented in mainstream funding, discourse, leadership, and resource allocation including, but not limited to African, Latinx, Asian, Arab, and Native American (ALAANA) constituents, socio-economically disadvantaged communities, differently abled individuals, and LGBTQ communities.

ADA Compliance

Funded projects should be accessible to people with disabilities. AHCRC encourages applicants to consider physical and programmatic accessibility as an integral part of the project planning and budgeting process. Applicants may include the cost of access accommodations as part of their project's budget, for example, sign interpreters, audio describers, etc. Tips for how to implement project accessibility can be found [here](#).

Purpose of Arts Residencies in the Schools Grants

Arts Residencies in Schools Grants (ARSG) support individual teaching artists and scholars trained in curriculum-based art techniques to serve students from communities that have traditionally received insufficient resources and that have limited access to arts education experiences throughout the school year. Teaching artists are required to collaborate with a classroom teacher to develop an arts program for students during the school day. The program must benefit students in a public or non-public elementary, middle or high school located in Montgomery County.

Objectives

By awarding *Arts Residencies in Schools Grants*, AHCRC seeks to:

- Provide funding for arts based programming that connects to the Montgomery County or Maryland State curriculum
- Promote diverse arts education offerings and experiences to students in Montgomery County
- Forge relationships amongst artists, teachers, and students through interactive, participatory programs
- Allow students to interact and learn from artists; an opportunity that students may not have if these collaborations did not exist
- Support students from communities that have traditionally received insufficient resources
- Encourage artists and scholars to apply for the Maryland State Arts Council's Artist in Residence Roster

What is the grant amount?

Applicants may apply for and receive up to \$6,000 and no less than \$1,000.

New Eligibility Requirements!

Who may apply?

Applicants must be a **Teaching Artist** who meet all of the following requirements:

- Have established a relationship with a public, nonpublic, elementary, middle, or high school based in Montgomery County
 - The school must hold a Certificate of Approval from the Maryland State Board of Education, or be operated by a bona fide church organization as defined by the regulations of the Maryland State Board of Education
 - The school must be able to commit at least one teacher to collaborate with the artist/scholar
- Resides in Montgomery County
- Is listed on the [AHCMC Teaching Artist Roster](#) and/or the [Maryland State Artists in Residence Roster](#)

The project must include activities that:

- Serve students at a school with a school-wide FARMS rate greater than 35% as listed on the MCPS School at a Glance; **OR**
 - Serve students within a clearly defined program that benefits ESOL students, and/or students with disabilities. The defined program must be listed on the school's MCPS School at a Glance page, **nonpublic schools must provide comparable information; AND**
- Are implemented by the artist listed in one of the approved rosters (refer to page# 6).

Click [here](#) for a list of all MCPS Schools with their FARMS rates.

Note: Returning applicants must have submitted all required reports for any grant(s) received from AHCMC in the past. If the previously funded activity has not been completed by the application deadline, an update report on the currently funded grant is required.

IMPORTANT

- **Arts and humanities organizations are not eligible**
- Applications that do not include the name of the school are not eligible
- P.O. Box address does not represent proof of residency
- Grant awards will be made exclusively to artists
- The school, teacher, and artist must agree to work together to carry out the program
- **The application must include a letter of commitment submitted by the classroom teacher or school representative.**
 - The letter should state that the school has committed to partnering with the applicant on the residency as described and during the allowable grant period. The letter should be signed by the collaborating teacher.

Grant Disbursement

Payment will be provided to grantees following AHCMC's receipt of:

- The required Grant Agreement; signed by both the artist and school's representative;
- A W-9 Form with the artist's social security number;
- ACH Direct Deposit Authorization Form allowing direct deposit to the artist's bank account;
- A voided check with account and routing numbers that match what is written on the ACH form;
- Fulfillment of any outstanding grant requirements from AHCMC, such as the FY19 Final Report; and
- Payment from Montgomery County Government to AHCMC for the total of the grants awarded.

What does the grant cover?

Grant funds cover the artist's fees and the expenses incurred by the artist. Funds will not cover expenses incurred by the school.

Grant Limitations

- The amount of funding requested must be between \$1,000 and \$6,000.
- An artist may submit **no more than one** ARSG application per grant cycle.
- Grant awards can cover **up to two residencies, which can be at the same or a different school** per grant period (i.e., a spring residency and a fall residency.)

Grants may not be used to cover costs for:

- An unnamed artist or an artist to be selected in the future;
- Material and/or equipment costs that exceed 30% of the grant award amount;
- Transporting students to, or paying the admission fees at, other institutions;
- Assemblies and activities that promote the interests of political parties or a religious doctrine;
- Capital improvements, construction or renovation projects;
- Fund-raising activities, including costs of receptions, refreshments or food;
- Purchase of real property;
- Cost of souvenirs such as t-shirts;
- Debt retirement;
- Scholarships, awards or tuition assistance;
- Political advocacy;
- Travel outside the United States.

What if my project changes?

Any changes in the implementation of the proposal as funded, such as scope of work, date of activity, or personnel, must be approved by AHCMC before the change occurs.

All requests for changes must be submitted in writing on a form supplied by AHCMC before the change occurs. Project change requests will not be accepted past November 30, 2020.

How is my application reviewed?

AHCMC staff will determine the eligibility of applications received. A review panel composed of individuals representing artists, scholars, educators, and arts/humanities administration professionals will review, discuss, and score the applications and supplemental materials. Panel meetings are open to applicants who wish to observe. Applicants are not permitted to make any comments or participate in any way during the panel meeting. Comments from the panel's review will be available upon request following award notifications.

What are the Evaluation Criteria?

Residency Appropriateness (50 points)

- ✓ The degree to which the residency serves students from communities that have traditionally received insufficient resources and that have limited access to arts education experiences throughout the school year
- ✓ The degree to which the residency is appropriate for the intended students and has been tailored to appropriately meet the needs of the students

Collaboration and Curriculum Goals (20 points)

- ✓ Evidence that the classroom teacher has been involved in co-planning the residency and establishing goals for student learning
- ✓ The degree to which the activities reinforce the learning standards in the arts subject
- ✓ The degree to which the program effectively addresses the Montgomery County and/or Maryland State curriculum

Evaluation (20 points)

- ✓ There is an appropriate evaluation process planned for the program to determine if the intended learning goals have been accomplished for the residency

Budget (10 points)

- ✓ The budget is appropriate for the scope of the program and the number of students served

How do I report on my grant?

Following the grant award announcement, the school and the teaching artist must sign a Grant Agreement with AHCMC stating that:

- The artist and school's representative agree to comply with all regulations set forth in these guidelines, and carry out the program as proposed in the application;
- The artist and school's representative agree to alert AHCMC about significant changes in the implementation of the grant and request approval from AHCMC before the change occurs;
- The teaching artist will submit a final report co-signed by the school's representative within 30-days of the completion of the program through AHCMC's online grants system.

Failure to comply with these requirements may result in grant cancellation, forfeiture of remaining funding, return of disbursed grant amount, and ineligibility to apply for future grants.

The Online Application Process

All applications must be submitted online through [FluidReview](#).

1. Log on to your online grant account using your email and password. If you don't have an online grant account, click [here](#) or go to <https://artsandhumanities.fluidreview.com/> and click "Sign Up" to create an account.
2. Once you have created your online account, you will be able to access the application portal. Click "View Grants" and select "FY20 Grant Application Arts Residencies in Schools" to start your application. Click [here](#) for additional guidance on how to create your account and start your application.

Required Supplemental Materials

Please read this entire section before gathering your materials.

- The profile of the artist as shown on the [AHCMC Teaching Artists Roster](#), or the [Maryland State Arts Council Artists in Residence Roster](#).
- **New requirement! A letter of commitment submitted by the classroom teacher or school representative.**
- The applicable "Schools at a Glance" information sheet located at <http://www.montgomeryschoolsmd.org/departments/sharedaccountability/glance/>
 - If the applicant is not a public school, please provide information that is comparable to that found on the MCPS website, including the FARMS and ESOL rate for the school.
- Supplemental materials that will assist the panel in evaluating previous or similar programming, i.e., newspaper clippings, program booklets, photos, brochures, or flyers.

All supplemental materials should be submitted as PDFs. Click [here](#) for instructions for how to convert your documents to PDFs.

Work Sample

Upload a work sample that demonstrates your abilities and achievements as an artist. The sample should focus on the artist's own work. Select work that shows your strongest skills, abilities and supports your proposal. The quality of your work sample is critical to the evaluation of your application.

- Video: Maximum 2 videos, no more than 5 minutes combined. Maximum size per file: 100 MB
- Audio: Maximum 2 audio files, no more than 5 minutes combined. Maximum size per file: 10 MB
 - For audio and video work samples, live hyperlinks within a PDF are also allowable (i.e. links to YouTube or Vimeo)
- Images: Maximum 10 images, which can be uploaded individually or formatted as one PDF
Maximum size per file: 4 MB
- Written work: up to 10 pages formatted as a PDF or Word Document

Important Reminders

- All applicants are encouraged to attend at least one grant preparation webinar or workshop.
- First-time applicants and applicants who did not receive funding in the previous grant cycle should contact Karen Judson, Grants Program Manager, at Karen.Judson@creativemoco.com or 301-565-3804.

- Applications **with all required attachments** must be submitted online at artsandhumanities.fluidreview.com by **11:59 pm by October 25, 2019**.
- Applications may not be emailed, delivered in person, faxed, or submitted in any fashion other than the online grants portal.
- **Late applications will not be accepted.**

How can I get help with my application?

Grant Preparation Workshops

AHCMC will conduct free grant preparation webinars and workshops for applicants. AHCMC **strongly encourages** all applicants to attend either a workshop or a webinar, even if the applicant has previously applied and received this grant.

Interested applicants should sign up for [Grants News and Updates](#) to receive notifications by email about workshop and webinar dates. If you have questions about workshops and webinars please contact Ana-Alicia Feng, Grants Program Coordinator at AnaAlicia.Feng@creativemoco.com, or 301-565-3805 x21.

Personal Appointments

Personal appointments are available for those who are unable to attend a webinar, workshop, or who need additional assistance. Personal appointments must be held **at least two weeks prior to the application deadline**. To schedule an appointment, contact Karen Judson, Grants Program Manager, at Karen.Judson@creativemoco.com or 301-565-3804.

NEW DEADLINE AND PERIOD OF SUPPORT!

Deadline: Friday, October 25, 2019 at 11:59 pm
New Period of Support! January 1, 2020 – December 31, 2020

QUESTIONS?

Contact Karen Judson, Grants Program Manager, at
Karen.Judson@creativemoco.com or 301-565-3804

Or

Ana-Alicia Feng, Grants Program Coordinator at
AnaAlicia.Feng@creativemoco.com or 301-565-3805 x21