



ARTS IN THE SCHOOLS GRANT GUIDELINES 2015

Proposal deadline is October 2, 2015
Full application deadline is November 6, 2015

INTRODUCTION

Arts in the Schools, a project-based arts education grant program, was developed by the Urbana Public Arts Program in 2012. The initiative aims to advance art education opportunities for students in Urbana public schools.

The Martin Luther King School was the first grant recipient in 2013. Prairie Elementary School became the second grant recipient in 2014.

Goals addressed:

- Support lifelong participation and learning in the arts
- Create conditions for equity and participation in programs of artistic excellence that are accessible, affordable, and diverse
- Promote community events and activities that bring the community together and promote Urbana's special character
- Expand the City's creative community
- Promote inquiry and confluence amongst Urbana residents
- Encourage relationships among artists and the public to further Urbana's cultural development

ELIGIBILITY

Funding restrictions:

- Projects must involve at least one of Urbana's K-12 public schools
- Instructions and field trips cannot occur outside of school hours; only culminating performances or exhibitions may be outside of school hours
- Projects cannot be longer than one (1) year, and cannot go over the grant period
- Honorariums for guest artists and any needed costs for substitute teachers are allowed, but not training expenses or salaries for non-substitute teachers or administrators employed by the school district.

- Recipients of the Public Arts Program’s regular arts grants program in 2015 are not eligible for Arts in the Schools 2016, unless they only serve as collaborators in either of the projects and are not the primary contacts. Grantees from previous grant cycles are encouraged to apply.
- Purchase of non-consumable materials (e.g., software, cameras, power tools, instruments) is allowed, but may not take up over 80% of the requested amount.

Partnerships between two or more collaborators are encouraged. The following individuals, groups, and organizations are encouraged to apply:

- Urbana public schools
- Home school or private schools
- Not-for-profit, 501(c)3 organizations in the arts and/or education
- Community organizations, such as social service groups and libraries
- Local parent-teacher associations
- Local artists, arts administrators, or art educators
- Local education specialists
- Additional partners as deemed appropriate

A strong application will:

- Demonstrate sustainable arts education practices
- Explore possibilities for community partnerships
- Receive support from the school(s) and school district. Those who are invited to proceed to the second stage of the application process will be requested to provide letter(s) of support from participating school(s).

GRANT FUNDING AMOUNT

Up to \$3,000 is available, and one or more projects may be selected. Applicants may request a grant funding amount of \$1,000, \$2,000, or \$3,000.

IMPORTANT DATES

August 10, 2015	Application opens
October 2, 2015	Deadline for proposal
October 9, 2015	Finalists selected
November 6, 2015	Deadline for full application
November 13 – 15, 2015	Notification by mail
January 1, 2015 – August 31, 2016	Grant Period; project must be completed by August 31, 2016

TO APPLY

Arts in the Schools has a two-stage application process. Do not proceed to the second stage if not selected as finalists. While Arts in the Schools encourages collaborative efforts between two or more entities, application should be submitted by one (1) person or organization only, who should be the

primary partner of the project. All application materials must be submitted either by e-mail **OR** by mail to:

Pauline Tannos
Public Arts Coordinator, City of Urbana
400 S. Vine Street
Urbana, IL 61801
artsgrants@urbanainline.us

First stage:

Download, fill out, and submit this application form by e-mail or mail. Please title it "Arts in the Schools Proposal." Proposal is due on October 2, 2015, at 5:00pm.

Second stage:

If invited to proceed to the second stage, please submit the materials listed below by November 6, 2015, at 5:00pm. This submission should be titled "Arts in the Schools Application."

- Overview of Applicant Group: Describe your mission and history. (300 words)
- Updated description of the Proposed Project: Provide a full description, including how the project addresses the Arts Grant Program Goals you identified in the application. (500 words)
- Description of Project Partners (if applicable): Describe your history and relationship with participating schools and/or any additional organizations or individuals involved with your project. (300 words)
- Promotions and Marketing Plan: Describe how you will promote the event to Urbana residents, regional and/or national visitors. Include the estimated attendance. (300 words)
- Work Samples (see work samples description).
- Index of Work Samples (see work samples description)
- Letter of support from participating school(s), signed by the principal(s)

NOTIFICATION AND PAYMENT

All finalists will be notified of the jury's decision by mail in mid-November. Selected grantee must sign a grant agreement with the City to be the official grant recipient of Arts in the Schools 2016, after which a 50% grant payment will be processed. The other 50% will be processed after a final written report and a presentation have been completed.

ACKNOWLEDGEMENT AND REPORTING

Any promotional materials, including program notes, must include an Urbana Public Arts Program logo, and the following sentence:

"[This project] is the 2016 recipient of the Arts in the Schools grant, an initiative by the City of Urbana Public Arts Program."

A written final report must be submitted to the Public Arts Coordinator one month after project completion, at the latest. Grantee or a representative of the project is required to attend a Public Arts Commission meeting to give a final presentation.

CONTACT

For more information, contact Pauline Tannos, Public Arts Coordinator, at:

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ptannos@urbanaininois.us