

# Learning in the Arts Guidelines

The goal of the *Learning in the Arts* grant program is to provide funding and technical assistance for high quality arts education projects in HCDE schools that increase student learning in and through the arts.

Teaching artists and arts educators must work closely with teachers to plan the project.

Projects may make authentic curriculum ties to non-arts subject areas when appropriate.

## General Information

1) All public schools in Hamilton County are eligible to apply for *Learning in the Arts* grants.

2) Grant projects must take place between October 1, 2010 and May 15, 2011.

3) Projects must last a minimum of three days. The teaching artist or arts educators must work with the same group of students during this time.

4) Due to limited funds, the maximum grant amounts requested is \$7,000 per school. The maximum grant amount can be requested for a single grade level or for multiple grade levels. **Grants requests may be partially funded.**

5) Applications will be accepted for grant projects from both individual grade levels as well as multiple grade levels within the same project.

6) In accordance with Hamilton County School policy, teachers are expected to remain in the classroom to actively participate in the project activities. **Schools should confirm with the teaching artist or arts educator that they have fulfilled all security clearances required by HCDE. Allied Arts does not certify nor imply any security approval.**

It is the school's responsibility to follow HCDE policy and procedures to obtain proper approval before the application is submitted to Allied Arts.

7) Grant funds may be used for artists' fees, supplies, professional development for teachers, and field trips related to the project.

8) Matching funds are not required, but it is highly recommended for schools to obtain additional funds and in-kind donations to implement the project.

9) Projects taking place during school hours will receive priority, but projects may take place during non-school hours.

10) Teaching artists and arts organizations are contracted by the school as self-employed individuals or as a business vendor.

Allied Arts is not involved in nor maintains any contractual relationship with individuals or organizations engaged in the project. The contractual agreement is between the school and the teaching artist and/or organization.

11) Learning in the Arts grant applications are evaluated on a competitive basis. Successful proposals result from cooperative planning on the part of teachers, administrators, and teaching artists or arts educator.

## The Application Process

1) Applicants may consult with Allied Arts' staff prior to submitting applications.

Contact:  
Rodney Van Valkenburg at Allied Arts (423) 756-2787.

2) Teachers must have at least one planning session with the

artist(s) prior to the submission of an application.

3) The application must be submitted by September 15, 2010 at 5:00p.m.

4) Grant applications will be evaluated on the following criteria:

- Evidence of planning with the artist and teachers involved.
- Focus on student learning in the arts.
- Authentic connections to non-arts curriculum if included in project.
- Outcomes/Benefits of the project.
- Adequacy of budget to meet project outcomes.
- Design of the evaluation and documentation tools of the project.

5) Allied Arts will send a letter notifying applicants of the proposal's status by September 30, 2010.

6) Schools receiving grant approval for *Learning in the Arts* projects will receive 60 percent of the grant funds awarded upon receipt of signed letter of agreement and a planning check list to be signed by the project leader (teacher), principal and participating Cultural Partner arts educator or individual teaching artist(s).

The remaining 40 percent will be granted when the project has been completed and when Allied Arts has received the project evaluation form and documentation.

If the final evaluation form and documentation is not submitted within two weeks after the project, Allied Arts reserves the right to withhold the remaining 40 percent of the grant allotment.

# Learning in the Arts Project Application

Applications must be postmarked or delivered by Tuesday, September 15, 2010 at 5:00p.m. Faxed applications will not be accepted. For grant technical assistance, contact Rodney Van Valkenburg at Allied Arts, 423-756-2787 or Rodneyvv@alliedartschattanooga.org

**Office use only** LIA number:

- Forms that can be typed into can be found at [www.alliedartschattanooga.org](http://www.alliedartschattanooga.org)
- This form may be photocopied.
- Incomplete forms will not be accepted.

**RETURN TO:**

Rodney Van Valkenburg  
 Director of Arts Education  
 406 Frazier Avenue  
 Chattanooga, TN 37405  
 Phone: (423) 756-2787

Please Note: This is a word document. Applications **must** maintain the original formatting when submitted. Please use either 10 or 12 Times New Roman font.

**APPLICANT INFORMATION**

Contact Name:  
 School:  
 Address:  
 City: State: TN Zip:  
 Phone: Fax:  
 E-Mail:

**PROJECT DESCRIPTION**

Project Title:  
 Teaching Artist(s) or Arts Educator:

Arts Discipline:  
 Project Dates:  
 Total Project Days:  
 Number of students participating:  
 Grade Level(s): Number of classrooms:  
 Number of sessions per classroom:  
 Total number of Sessions:

**STUDENT PROFILE**

Total number of:  
 Black: White: Asian:  
 Native American: Hispanic:  
 Special Needs:

**BUDGET INFORMATION**

**EXPENSES**

Artist(s) Amount	\$
	\$
	\$
Materials	\$
	\$
	\$
Other (explain)	\$
	\$
	\$
<b>TOTAL EXPENSES</b>	<b>\$</b>

**INCOME**

Income amount requested	
from Allied Arts	\$
Amount from other sources	
(school funds, PTA, corporations, etc.)	\$
In-kind donations	\$
Other (explain):	
	\$
<b>TOTAL INCOME</b>	<b>\$</b>

In the space provided, please briefly answer the following questions:

1. Describe the project.

2. Is this a new or continuing project? new: continuing:  
If continuing, how many years? \_\_\_\_

3. Have you had a planning meeting with the artists or arts educators involved in the project?  
yes: no: If yes, list date(s) of meeting (mm/dd/yy):

4. Describe the arts learning within the project.

5. Describe arts learning within the project, if any.

6. List the space and supplies needed to implement the project.

7. List 3 student and/or teacher and outcomes (goals) of project.

8. List 3 benefits or impacts the project will have on the students or school community.

9. How will the project be documented?

10. How will the project be shared with administrators, teachers, students, parents at your school?

11. Will there be an exhibit or culminating performance as part of this project? yes: no:  
If yes, please briefly provide details.

12. How will teachers, students, and the artist(s) or arts educator(s) evaluate the project?

13. How will the residency be publicized (and Allied Arts acknowledged) to your school community and the general public?

14. Is the project connected to other arts projects or field trips? yes: no: If yes, describe.

15. Will parents or other members of the community be involved in the project? yes: no: If yes, briefly describe their involvement in the project.

16. Describe or list other arts projects in your school or classroom (in-addition to related arts classes).

Optional: Attach sample pictures or documentation of past arts projects at your school. Note: Documentation may not be returned.

*Teacher's Signature* \_\_\_\_\_

*Principal's Signature* \_\_\_\_\_