

# Pennsylvania Council on the Arts Arts in Education Partnership Open Application Guidelines

**DUE DATE: June 14, 2019 (EMAILED LETTER OF INTEREST)**  
**DUE DATE: November 15, 2019 (ONLINE SUBMISSION PROCESS)**



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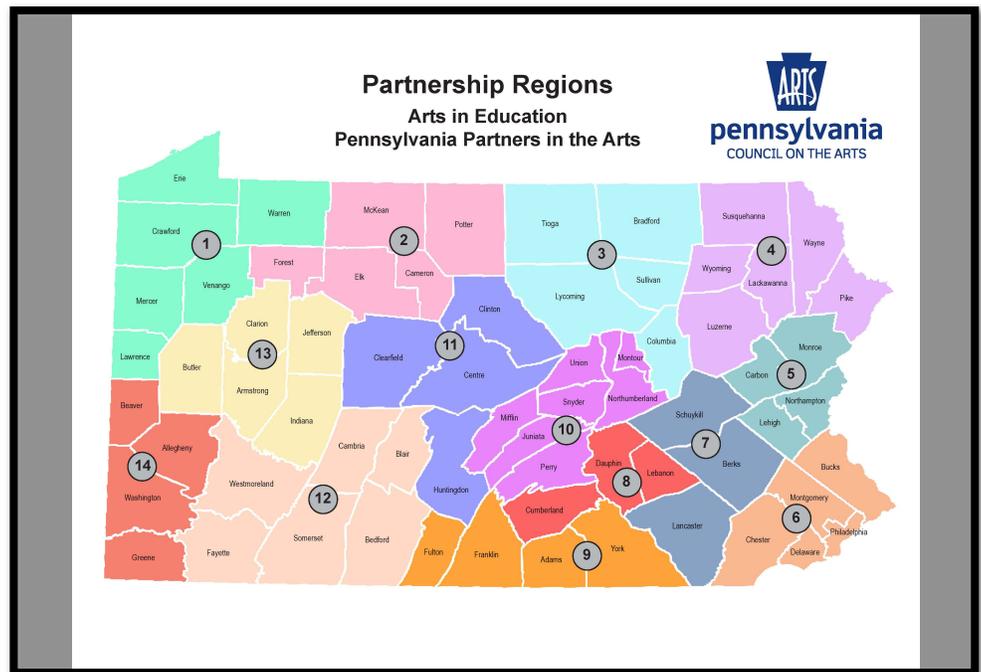
Karl Blischke, Executive Director



## OVERVIEW

The Pennsylvania Council on the Arts (PCA) promotes educational excellence through participation in the creative process in schools and community settings. Study of the arts provides key skills that lead to success in school and the workplace, building Pennsylvania's future pool of innovators and creative thinkers. The PCA provides funding for arts in education programming; collects and disseminates relevant information; and offers professional development opportunities for artists, educators and organizations.

The PCA's Arts in Education (AIE) Partnership enables the PCA to work with and through regional partners to expand the impact of arts learning across the state and leverage additional local resources. Partners administer artist residencies, provide technical assistance to and professional development for artists, educators, administrators, community members; and advocate on behalf of and develop increased financial support for arts in education.



## PROGRAM GOALS

The purpose of the AIE Partnership is to develop and support quality arts education programs in schools and community settings for all Pennsylvanians.

AIE-funded programs foster participation in the creative process. AIE programs should have substantial impact, with effects that endure beyond funded activities. Funded programs may be in the form of artist(s) residencies in schools and 1 community settings.

## Grant Contact:

Jamie Dunlap  
 AIE Division Director  
 PA Council on the Arts  
[jadunlap@pa.gov](mailto:jadunlap@pa.gov)  
 717-525-5542

# ARTS IN EDUCATION PARTNERSHIP

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## GUIDELINES

These guidelines and forms are specifically for organizations applying to become a PCA Arts in Education (AIE) Partner.

### Submission Deadlines

Letters of interest must be emailed to Jamie Dunlap ([jadunlap@pa.gov](mailto:jadunlap@pa.gov)) by 5 pm on Friday June 14, 2019. The letter of interest form is available on the PCA website ([www.arts.pa.gov](http://www.arts.pa.gov)).

Based upon the review of the letters of interest, selected organizations will be invited to apply online through the Electronic Single Application for Assistance by 5 pm on Friday, November 15, 2019.

### Activity Period

September 1, 2020 – August 31, 2021. All funded activities must take place during this period.

AIE Partners will maintain Partnership status for a five-year period, unless the organization fails to comply with the guidelines and the terms and conditions of the grant award agreement.

### Eligibility

- Interested applicants must submit a Letter of Interest (LOI) to the PCA.
- Applicants must be a nonprofit organization or county or local government.
- Applicants must have paid staff.
- Applicants must be located in the selected service region.
- Applicants must have previous experience providing arts education or arts in education services.

### Grant Awards

The PCA will make awards to AIE Partners in one designation: AIE Partnership and AIE Residency combined.

Teacher Artist Partnerships (TAP) and Long-Term Residencies (LTR) are a separate application and process. AIE Partners are eligible to submit TAP/LTR applications to the PCA.

AIE Partnership funds (non-matching) support administrative and programmatic expenses that partners incur while administering the PCA's AIE Partnership program. Eligible expenses include, but are not limited to, salaries and benefits, facilities, contractor fees, printing, marketing, and travel.

AIE Residency funds (matching) support artist residency program expenses including, but not limited to, artist fees and travel expenses, documentation, evaluation and professional development.

### Matching Requirements

AIE Partnership awards do not require a match. Residency and other awards require a match.

AIE Residency awards must be matched at least dollar for dollar in cash. Partners' allocation of PCA AIE programming funds among artist residency programs is discretionary, based on Partners' strategies for advancing arts in education in their service regions. Individual residency programs do not have to be matched dollar-for-dollar, however, Partners must show matching cash for the sum of their AIE programming activities that meets or exceeds the PCA's AIE Programming award amount.

AIE Partnership and Residency funds may not be used as match for or be matched by other PCA funds, including but not limited to Arts Organizations and Art Programs Track; Entry Track; Pennsylvania Partners in the Arts (Project & Program Stream); or Preserving Diverse Cultures.

# **PARTNERSHIP REQUIREMENTS**

## **AIE Partnership Requirements**

The Council designates AIE Partners to provide AIE services across the commonwealth. Partner organizations are required to follow the PCA's guidelines for the AIE Partnership and AIE Programming funds and the terms and conditions in the grant award agreement. Additional requirements include:

### **Staffing**

- Designate a FTE staff person whose primary responsibility is the AIE Partnership (estimate at least .75 of that person's time is dedicated to AIE Partnership work);
- Notify PCA staff within 5 days of any AIE Partnership-related change in staffing;
- Use an AIE advisory committee reflective of the diversity of the service region; and
- Attend and participate in all scheduled Partner meetings.

### **Programming**

- Facilitate artist residencies and AIE programming in its service region;
- Monitor, train and evaluate the approved directory artists;
- Publicize and conduct AIE workshops in its service area for artists, educators and community members;
- Use the PCA approved system for using teaching artists;
- Administer and promote the Poetry Out Loud program in its service region;
- Assist in the development of new AIE programs for schools and organizations;
- Retain and add participating schools and organizations; and
- Develop ways to promote and expand the Partnership programs.

### **Reporting**

- Submit timely and complete applications, contracts and final reports to the PCA for AIE Partnership and AIE Program funding;
- Participate in the PCA's evaluation of the AIE Partnership program and host site evaluators designated by the PCA, upon request;
- Collect, maintain, evaluate and submit data regarding AIE Partnership activities;
- Monitor and maintain artist information in your online directory of Pennsylvania artists in education; and
- Inform the PCA of AIE Partnership workshops, award ceremonies, advisory committee meetings, etc. two weeks prior to the start date.

## **AIE Programming Requirements**

### **Eligible Expenses**

Only expenses directly related to artist residency programming are eligible for AIE Residency funds and match, including but not limited to artist fees and travel expenses, documentation, evaluation and professional development.

Artists who receive PCA AIE funding must be recommended using the PCA's teaching artist approval process. Individual artists must be paid at a minimum rate of \$250 per day for a school-based residency and \$200 a day for a community-based residency where there are fewer than three core groups. One day equals at least three hours of on-site activities in a school setting and at least two hours of on-site activities in a community setting. Artists are free to negotiate a higher fee. Artists may negotiate fees and services beyond the PCA-funded activities.

An administration fee of at least 10% can be added to the overall cost of a residency. That fee is then retained by the Partner for their service.

Funding for visiting artists should reflect the same amounts as the lead PCA teaching artist. Visiting artists do not have to be recommended through the PCA teaching artist approval process but must comply with all Pennsylvania Department of Education requirements and clearances for school-based residencies.

### **Residency Length and Schedule**

AIE Partners are responsible for meeting the 1:1 residency match requirement by the end of the contract year. PCA enables Partners to determine how to best support residencies with the matching funds available. PCA requires any residency to be at least ten days in order to be eligible for PCA residency funding support. The PCA encourages residency schedules that allow sufficient time for planning, evaluation and assessment design, and substantial engagement in and through the arts for students, teachers and others as applicable.

*Note: AIE Partners can manage residencies fewer than ten days but without PCA residency funding.*

### **Company/Ensemble Residency**

The entire company/ensemble must be present for at least one day. The plan must identify at least one artist who will be present for the entire residency period.

### **Residency Coordination**

Each PCA funded residency must have a host coordinator to serve as liaison between artist(s), site(s) and the groups involved. The host coordinator is responsible for the management of the residency, including consulting with the artist and Partner to schedule the overall residency, residency activities and appropriate groups for workshops and performances.

A teacher must be present for all residency activities involving students. The host site is responsible for making sure artists and visitors have the necessary clearances required by the host site. At no time are artists permitted to work with students without the presence of a teacher or administrator at the location.

### **Crediting Requirements**

Partners must prominently acknowledge the PCA's logo in all promotions, flyers, programs, media announcements, press releases, web sites, and social media.

### **Possible causes for removal from the Partnership**

In addition to termination pursuant to the provisions of the grant award agreement, possible causes for removal from the Partnership include:

- Failure to comply with the AIE Partnership guidelines.
- Repeated failure to participate in required Partnership meetings and professional development activities.
- Changes in the PCA's state allocation may affect the Partnership. Partnership awards depend upon the availability of funds and the state's appropriation to the PCA.

# APPLICATION REVIEW PROCESS

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## Review Criteria

Applications should provide evidence that activities support the PCA's mission and the AIE Partnership guidelines and requirements

### **Management - of the applicant organization (40 points)**

- Effective planning and implementation
- Effective staff and board management
- Effective fiscal management
- Evidence of organization's approach to diversity, equity and inclusion as it related to board, staff, participants, audiences and stakeholders

### **Experience - in conducting related activities (40 points)**

- Quality of programming and services and effective evaluation of those programs and services
- Evidence that evaluation leads to improvements
- Quality of marketing plan and materials
- Demonstrated experience working with local, state and/or federal government

### **Capacity - to carry out Partnership activities in proposed service area (40 points)**

- Effective outreach and community development
- Demonstrated knowledge of region and constituents
- Evidence of staff capacity and experience
- Evidence of financial capacity and development of varied revenue sources for related programming

# HOW TO APPLY

## STEP 1. READ THE GUIDELINES

**STEP 2.** REGISTER and APPLY through the Commonwealth's Department of Community and Economic Development Electronic Single Application for Assistance- <http://dced.pa.gov/singleapp> ESA is best accessed through tested web browsers: Internet Explorer or Google Chrome

Registration is only necessary if you have not yet created an account within ESA to submit an electronic single application. Any previous username and password from the e-Grants system [pacouncilonthearts.egrant.net or ppa.egrant.net] will not work. If you are uncertain as to whether you need to register for a new account, please contact Customer Service at 1-800-379-7448.

All applicants will need to make sure that "User Settings" are updated within the Electronic Single Application prior to beginning a new application. If the "User Settings" are not completely filled out, it is possible that applicants will not see the "apply" button for the respective program.

All fields noted with a red diamond are required within the application.

## STEP 3. SUBMIT ONLINE

The completed application must be submitted online by November 15, 2019. No hard copies are required.

### NEED HELP?

For Technical and Login or ESA questions, contact Customer Service at:1-800-379-7448

For Program Specific (Narrative and Attachment) questions, contact Jamie Dunlap at 717-525-5542 or [jadunlap@pa.gov](mailto:jadunlap@pa.gov)

*NOTE: Applicants will not receive an email upon successful completion, but rather a 12-digit Single Application ID# will be generated on the signature page once you click on "submit application."*