



West Virginia Division of Culture and History
Commission on the Arts
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EEO/AA Employer

FY2013
ARTS IN EDUCATION
SCHOOL BASED & OUT OF SCHOOL TIME PROJECTS
POSTMARK DEADLINE MARCH 1

Contact: Cicely Bosley, Arts in Education Coordinator cicely.j.bosley@wv.gov

ENCLOSED

- ✓ Guidelines and program description
- ✓ Application Forms and Instructions
- ✓ Submission Checklist
- ✓ Review Criteria
- ✓ National Standard Coding Sheet
- ✓ *Before applying, download and read the West Virginia Commission on the Arts [General Guidelines](#)*



All publications and application forms are available in alternate formats.
Contact Rose McDonough, Accessibility Coordinator at
304-558-0240 x. 152 (voice) 304-558-3562 (TDD)

Arts in Education Grant Program

Changes in the Arts in Education (AIE) Grant Program

After careful analysis by the Arts Section staff, review panelists, and the WV Commission on the Arts (WVCA), the AIE Grant program has been restructured. The changes arise from trends in arts education, applications, and feedback from applicants. Previously, the AIE grant program had the following applicant categories: Long and Short Term Residencies, Artist Visit, Special Projects, and the Touring Pilot program. Local and national trends in arts in education led the staff and WVCA to update and streamline the AIE grant program to include the following categories: School Based Projects, Out of School Time Projects, and Arts Exposure Projects. The new categories aim to enable schools, artists, and organizations to better meet the needs of students through the arts whether during school hours or outside of the regular classroom. Each of these project categories works toward creating a quality, comprehensive arts education experience for every child in West Virginia.

- See www.wvculture.org/arts/grants under Arts in Education for the Arts Exposure guidelines and application.
- Read the complete guidelines and application information thoroughly and feel free to contact the Arts Staff with questions about where your project fits best.

Guidelines for School Based and Out of School Time Projects

Deadline: March 1st for projects occurring between July 1, 2012 and June 30, 2013

Read all guidelines, instructions, and forms thoroughly.

Eligibility

- K-12 schools, county school systems, non-profit arts organizations, or other community organizations incorporating the arts into their mission
- Non-school applicants must be an IRS registered 501(c)(3).

Funding Level

- The applicant may request up to 50% artist or company's fees, expenses, and supplies for a project
- Administrative costs of the organization are not eligible for funding.
- While there is no funding request cap, the review panel and WVCA will consider how to award funds fairly throughout the state.

Matching Requirements:

- Applicant must provide a 50% cash match
- In-kind and donated goods or services cannot be used as match.

School-Based Projects

- Projects might include: classroom residencies, arts integration, professional development for teachers, and/or innovative partnerships between schools and community arts organizations that support and/or enhance the regular school day.
- **Program purpose**
 - o To provide funding for curriculum-based hands-on projects that involve an identified group of K-12 students and teachers in the creative process and integrate the arts and artists into daily instruction. Projects must provide teachers with tools that enable them to continue to utilize the arts after the residency/project is completed and the artist leaves.

- ***Program description***

- These projects are required to be developed using the West Virginia Department of Education [Content Standards and Objectives](#) for fine arts and other involved subject areas. The project must work with a specified student population and organized to meet identified goals. Applicants must evaluate identified goals and objectives beyond surveys of satisfaction and enjoyment. These projects must demonstrate partnerships between the sponsor/school/community and artist. Evidence of curriculum planning between administrators, teachers, and artists must be presented.

Out of School Time Projects

- Projects might include: summer camps, after-school programming, weekend programming, and/or innovative partnerships between schools and community arts organizations that extend beyond the regular school day.
- ***Program purpose***
 - To provide funding for new and ongoing projects that establish, expand or advance both K-12 curriculum and/or arts education programming outside of regular school hours.
- ***Program description***
 - This program offers support for projects that actively engage K-12 children and/or educators beyond arts exposure and classroom experiences. These projects are not required to be developed using the WVDE CSOs, but are required to identify and explain demonstrable learning objectives in the arts and other areas such as life skill acquisition and character education. Applicants must evaluate identified goals and objectives beyond surveys of satisfaction and enjoyment.

Additional Guidelines and Considerations

Accessibility Services Grants

- To assist organizations in making their programs more accessible, applicants can request 50% of accessibility costs up to \$500. These costs include sign interpreter fees, captioning, audio description rental of assistive listening devices or temporary ramps and Braille materials. Applicants should include the access request as a part of your program budget and provide documentation of the costs. For equipment purchases and facility upgrades, please see the Cultural Facilities and the Fast Track Emergency ADA grants for more information.

Distressed County Program

WVDCH/WVCA offers a program to encourage access to arts grants in West Virginia counties identified by the [Appalachian Regional Commission](#) (ARC) as *Distressed*. These counties are determined to have indicators such as high unemployment, low per capita income, and other economic characteristics that make a dollar-for-dollar cash match a deterrent to groups seeking arts funding.

- First time applicants for Arts in Education grants from *Distressed* counties, or organizations in the same counties that have not applied for WVCA funding for three consecutive years are eligible for a reduced matching dollar opportunity. These grant applications can request 75% of the total project eligible costs, with a 25% cash match.
- Although not part of the required cash match, the budget narrative should describe in-kind support at a minimum value of 25% of the total project to demonstrate strong community support. Grantees will be limited to three years of grants at the lower matching cash requirement.

**As of July 2011, the following counties meet this designation: Calhoun, Wirt, Roane, Clay, Summers, MacDowell, Lincoln, and Webster.*

West Virginia Department of Education Institutional Education

- The WVDCH and the WVCA would like to encourage artists and educators to provide arts experiences to young people within any of the West Virginia Department of Education institutional education facilities. Find the complete listing and contact information at <http://wvde.state.wv.us/institutional/centers.htm>

Arts Exposure Projects (Formerly Touring/AIE Tour Initiative)

- The Arts in Education Grant Program also includes the category Arts Exposure Projects to provide funding to present touring state, regional, or national performing, literary, and visual artists for K-12 schools. To apply for this program, download the guideline and application packet at <http://www.wvculture.org/arts/grants> under Arts in Education.

Contact

We are here to help! We strongly recommend contacting our office before you apply. If you have any questions, contact Cicely Jo Bosley, Arts in Education Coordinator: cicely.j.bosley@wv.gov or call (304)558-0240.

Application Instructions: School Based and Out of School Time Projects

Read all instructions and forms thoroughly.

Getting Started

- ✓ Read all instructions and forms thoroughly.
 - ✓ All sections of the application must be typewritten. Handwritten applications will not be considered.
 - ✓ Do not staple or bind materials. Use paper clips to separate projects and sections.
 - ✓ Submit two (2) complete single-sided copies of your grant application packet, including two (2) copies of all supporting documents.
 - ✓ If you are using the PDF format to complete the application, you cannot save your work on the application. If you have Microsoft Word 1997 or newer, the staff recommends using the “.doc” version of the application, so work can be saved and edited directly on the application.
-

Part I: Applicant Cover Sheet *Completed by all applicants*

- For Contact Person, enter the person to be contacted with questions about the application; the WVCA/Arts Section staff will only contact and share information regarding your grant with the Contact Person and the Signor of the grant. The grant award/denial notification and contracts will be mailed in July. It will be mailed to the legal address listed. Please make arrangements for receipt.
- Enter your Federal Employer Identification Number in the blank labeled FEIN. If you are not a tax-exempt organization under IRS code 501(c)(3), or a West Virginia public school, you are not eligible for AIE grants. Confirm your non-profit status by attaching a copy of your IRS determination letter to your application.
- Code your organization using the national coding standards included with these instructions. Code all blanks in relation to your organization/school. If you are unsure of your group’s category, contact staff for assistance.
- If you have more than 5 projects, attach a separate sheet.
- Total Matching Cash Funds must be equal to or greater than the Grant Amount requested. Include organization’s cash, project income, and other support.
- Total Project Expenses is actual project cash costs. This amount must equal the sum of Grant Amount Requested plus the Total Applicant Matching Cash Funds.
- Read the certification information carefully, sign, and date the application. The person signing the application must have legal authority to obligate the organization and cannot receive grant funds.
- Required Supporting Documents
 - o IRS 501(c)(3) determination letter (non-school applicants)

Part II: Organizational Operating Budget *Completed by non-school applicants only*

This form requests your organization's operating budget for the last, current, and next fiscal years.

- Last Fiscal Year: Provide actual figures from FY11.
- Current Fiscal Year: Provide projected figures for FY12.
- Next Fiscal Year: Provide the projected budget for FY13; it is within this fiscal year the project for which you are requesting grant support must occur.
- Expenses:
 - o Contracted fees and travel expenses: artist and professional fees, travel costs, lodging, and meals.
 - o Production/service expenses: utilities, rent, exhibit costs, contracted services (lighting/sound, janitorial)
 - o Administrative expenses: staff's salary and benefits, travel, office supplies, endowment administration costs, etc.
 - o Capital expenses: Real property, construction, renovation, and durable equipment costs.
- Income:
 - o Enter amount earned from ticket sales, fundraisers, fees for services provided, artwork sales, etc.
 - o Enter any income earned from endowment monies.
 - o Enter amount contributed from individuals, corporations/foundations, federal, state, regional, and local government. Include grants, award money, donations, and any other financial support.
 - o Total the numbers from the Contributed section under each column. Total the Earned amount plus the Contributed amount and enter this as Total Income in each column.
- Operating Surplus/Deficit: Total Expenses and Total Income should be equal. If they are not, explain your plans for eliminating a deficit or expending a surplus in the budget narrative.
- Capital Income: indicate what portion of your income is from a capital campaign

Part III: Budget Narrative *Completed by non-school applicants only*

- Respond to all questions regarding your budgeting process to provide a clearer picture of your financial status.
- Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section.

Part IV: Organization and School Narrative *Completed by all applicants*

- Respond to both questions under the appropriate heading.
- Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section.
- There are no page or character limits for responses; however, staff strongly recommends responses be no more than ½-1 page per question

Part V: Individual Project Form *Completed by all applicants for each project.*

- Assign each project a number and label each form accordingly (1 of 4, 2 of 4, etc.).
- Out of School Time Projects requesting funds for multiple classes in the same program should apply as one (1) project.

Arts in Education Grant Application: School Based and Out of School Time Projects *Must be typewritten*

- Code your project. Use the national coding key included with these instructions to code your project activity, race, descriptors, arts education and discipline (number and letter).
- Enter the title of your project and a brief description. List only the budget item amounts for which you are requesting funding. Add the amounts to arrive at your total grant request. Attach a separate sheet if necessary.

Part VI: Individual Project Budget *Completed by all applicants. Complete one Individual Project Budget Form for each project.*

- Administrative costs incurred during the project by organization or school staff are not eligible for funding and cannot be used as match.
- In-kind or donated goods or services cannot be used as match.
- Expenses:
 - o Contracted Artists/Professional Fees: Enter each artist and the fee amount separately and total at column on right.
 - o Artist/Professional Costs: Enter the amount you will spend on travel for the artist (may include lodging/food/mileage/airfare) separately and total at column on right.
 - o Project Supplies and Materials: List all costs and include documentation.
 - o Add the Cash Expenses column. That figure is Total Project Expenses (Line A).
- Income:
 - o Enter any revenue (money earned by organization/school from admission fees, registrations, or tuition)
 - o Provide figures showing grants, awards, donations, etc. Under Source, list names of corporate, foundation, federal, state, and local contributors. Any money from a pending grant, award, etc. must be labeled "pending".
 - o Applicant Cash refers to your organization/school's cash available to put toward this project.
- Total the Cash Income column and enter as Total Matching Funds (Line B). Enter the Grant Amount Requested (Line C). Line B must be equal to or greater than Line C. Add Total Matching Funds and Grant Amount Requested to get Total Project Cost. Line D should be equal to or greater than Line A.
- Supporting Documents Required: **Any fees or expenses that are not documented or do not have signed contracts presented will be deemed ineligible.**
 - o Itemized documentation of cost of materials
 - o Signed artist contracts
 - o Letters of verification from sources of matching funds

Part VII: Individual Project Narrative *Completed by all applicants. Narrative questions are different for School-Based and Out-of-School Time projects; check page heading to confirm correct form.*

- Answer all parts of all questions.
- Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section.
- There are no page or character limits for responses; however, staff strongly recommends responses be no more than ½-1 page per question.
- Supporting documents required:
 - o Artist resumes
 - o Sample evaluation tools

Arts in Education Grant Application: School Based and Out of School Time Projects *Must be typewritten*

- Letters of support from any partnering organizations
 - Recommended supporting documents
 - Sample lesson plans
 - Unit plans
 - Study guides
 - Other related curriculum materials
 - Pre and Post tests
 - Promotional material
-

Accessibility Requirements Form and Questionnaire *Completed by all applicants*

The WV Division of Culture & History/ WV Commission on the Arts requires that you to address accessibility thoroughly for the program year.

- Attach separate sheets, typed in at least 12 point font with 1” margins. Please copy or retype the headings before each section.
 - You (the legal authority to obligate the applicant) will be required to submit the signed Americans with Disabilities Act Compliance Assurance Form that indicates your programmatic and facility accessibility as described by the Americans with Disabilities Act (ADA).
 - All applicants must complete the Diversity and Accessibility Questionnaire relating to your programs and facilities.
 - The expectations for quality accessible programs are the same for schools and arts organizations. Schools are urged to use The Arts Accessibility Checklist and Transition Plan as a tool to improve awareness and promote accessibility, but it is not required as part of the grant application. Schools are required to complete the Diversity & Accessibility Questionnaire.
 - Accessibility forms and documentation must be included with your grant application at the time of submission and will factor into the grant review process. Forms and accessibility resources are available at www.wvculture.org/arts or contact Rose McDonough, Accessibility Coordinator at 304/558-0240 ext. 152, rose.a.mcdonough@wv.gov.
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Support Documents

- Two copies of all supporting documents must be submitted as one-sided copies; no two-sided copies will be copied or included in the grants distributed to reviewers.
- Brochures, annual reports, financial audits, etc. will be provided for the first panel reader and available in grant file, but will not be copied for distribution.
- Please use the checklist to assure that all appropriate documents are included.

PART I: Applicant Cover Sheet

Completed by all applicants

Do not write in this space

Date received: _____

Application #: _____

PRN: _____

Applicant Legal Name (Organization): _____

Mailing Address: _____ City: _____

County: _____ State: _____ Zip: _____

Contact Person: _____ Telephone (daytime): _____

Telephone (non-bus. hours): _____ E-mail address: _____

Website: _____ FEIN Number: _____

Date of Incorporation: _____

Coding: Use the national coding key to code your organization's status, institution, discipline, and race.

Applicant Status: _____ Applicant Institution: _____

Discipline (number and letter): _____ Grantee Race: _____

Please mark all other WVCA programs the organization has applied to in this year's grant cycle:

- | | |
|--|---------------------------|
| <input type="checkbox"/> Community Arts | Amount Requested \$ _____ |
| <input type="checkbox"/> Professional Development (Org.) | Amount Requested \$ _____ |
| <input type="checkbox"/> Challenge America | Amount Requested \$ _____ |
| <input type="checkbox"/> American Masterpieces | Amount Requested \$ _____ |

Application Summary: (List the title of each project, date, and amount requested)

Project Title	Date	Amount Requested
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
Total Grant Amount Requested		\$
Total Applicant Matching Cash Funds		\$
Total Project Expenses		\$

I certify that 1) the information in this application is true and correct to the best of my ability, 2) the organization's Board of Directors has approved this project, 3) I have the legal authority to obligate the applicant. Profits made from any project receiving support from the WV Commission on the Arts will be used in support of the arts or artists. I have read and understood the guidelines and will comply with all rules, regulations, laws, terms and conditions described therein. I agree to allow the WVCA to duplicate any materials submitted with this application for the purposes of selection process, education, and reports to the National Endowment for the Arts.

NAME: _____

TITLE: _____

SIGNATURE: _____ DATE: _____

PART II: Organizational Operating Budget

Completed by non-school applicants

Applicant Name: _____

	Actual Figures Last Fiscal Year _____-_____ Start Date - End Date	Budgeted Figures Current Fiscal Year _____-_____ Start Date - End Date	Budgeted Figures Next Fiscal Year _____-_____ Start Date - End Date
1. Expenses			
Contracted fees and travel expenses	\$	\$	\$
Production/exhibition/service expenses	\$	\$	\$
Administrative expenses	\$	\$	\$
Capital expenses	\$	\$	\$
Total Expenses	\$	\$	\$
2. Income			
Earned income	\$	\$	\$
Endowment income	\$	\$	\$
Contributed income			
Individuals	\$	\$	\$
Corporations/Foundation	\$	\$	\$
Federal Government	\$	\$	\$
State Government	\$	\$	\$
Local Government	\$	\$	\$
Total Contributed	\$	\$	\$
Total Income	\$	\$	\$
3. Operating Surplus/(Deficit)	\$	\$	\$
4. Capital Income: Portion of organizational income raised for capital purposes	\$	\$	\$

PART III: Budget Narrative

Completed by non-school applicants

Answer all parts of all questions. Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section. There are no page or character limits for responses; however, staff strongly recommends responses be no more than ½-1 page per question.

1. Describe involvement of staff, board officers and committees in the preparation of your annual budget. Describe the process for board oversight and budget monitoring as the year unfolds: provide a timeline for financial reports and the mechanism that would allow for the adoption of an adjusted budget.
2. What methods were used to determine expenses for the projected budget: flat funding using current budget figures; increases based upon anticipated inflation; special resources for special projects; zero-based budgeting representing a thorough reconsideration of previous expense planning; or a reduction in parts or overall spending?
3. Describe the relationship between strategic planning (mission, goals and objectives), programming selection, and fundraising activities in the preparation of your budget.
4. Describe relative weight of expenses in total budget for the following: administration and personnel costs, fixed overhead expenses for facilities/plant operation, and programming costs. How were these decisions made? Separately describe capital purchase expenses for real property, construction, renovation or durable equipment.
5. Describe the earned and unearned income resources available to your organization. What strategies are used to manage cash flow problems? Does your board have an endowment or board restricted contingency fund? What funds are currently available in these instruments and how are they managed for maximum security and planned growth?
6. Explain plans for eliminating any surplus or deficit from your organizational operating budget.

PART IV: Organization and School Narrative

Completed by all applicants

Answer all parts of all questions. Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section. There are no page or character limits for responses; however, staff strongly recommends responses be no more than ½-1 page per question.

Applicant Organizations:

1. Briefly describe your organization's history, mission, and goals.
 2. Describe your arts/arts in education advocacy efforts locally and on a state and national level. How do you educate, engage, and inform decision makers about the impact of your programs on the community you serve?
-

Applicant Schools and County School Systems:

1. Describe your school/county school system's:
 - a. Current arts education programming.
 - b. Goals set toward building comprehensive arts education curriculum.
2. Describe your arts/arts in education advocacy efforts locally and on a state and national level. How do you educate, engage, and inform decision makers about the impact of your programs on the community you serve?

PART V: Individual Project Form
All applicants complete one form for each project

Do not write in this space

Application #: _____
 PRN: _____

Applicant Name (Organization/School): _____

Project _____ of _____ Projects School Based Project Out of School Time Project

Project Location: _____

Start Date – End Date: _____ What grade level(s) targeted: _____

Number of artists participating: _____ Projected # of students participating: _____

Projected # of teachers participating: _____ Projected # of minority students participating: _____

Projected # of students with disabilities participating: _____

Will the community be involved in any way? Yes No

Will you be using federal funds to match this grant? Yes No

Coding Type of Activity: _____ Project Race: _____ Project Descriptors: _____

Arts Education (number and letter): _____ Project Discipline (number and letter): _____

Project Title and Brief Description:

Project Summary: List budget items and amount requested for each

	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

PART VI: Individual Project Budget

Completed by all applicants

Applicant Name: _____

Expenses: Identify full costs related to the project in the spaces below. If more space is needed you may also attach an additional one page budget summary.

Contracted Artist/Professional Fees		
	\$	
	\$	
	\$	
	Total	\$
Artist/Professional Travel Costs (lodging/food/mileage/airfare)		
	\$	
	\$	
	\$	
	Total	\$
Project Supplies/Materials		
	\$	
	\$	
	Total	\$
Other		
	\$	
	\$	
	Total	\$
Total Project Expenses Line A		\$

Income: In-kind and donated services may not be used as matching funds. Documentation of outside support must be submitted with application. List sources applied to but not yet confirmed as 'pending'.

<i>Revenue (may be projected)</i>	Amount	
Fees and Tuition	\$	
Contracted Services Revenue	\$	
Other Revenue	\$	
<i>Support</i>	\$	
Corporate	\$	
Foundation	\$	
Other Private	\$	
<i>Government (exclude this grant request)</i>	\$	
Federal	\$	
State/Regional	\$	
Local	\$	
Applicant Cash	\$	
Total Matching Funds Line B		\$
Grant Amount Requested Line C		\$
Total Project Cost Line D <i>Lines A and D must be equal</i>		\$

PART VII: Individual Project Narrative

Completed by all applicants applying for School-Based Projects

Answer all parts of all questions. Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section. There are no page or character limits for responses; however, staff strongly recommends responses be no more than ½-1 page per question.

1. Briefly describe the project. Why is this project relevant to your schools, community, and/or organization?
2. Project Personnel: Attach resumes for artists and other non-school participants.
 - a. Explain why the artists were selected for the project. Attach artists' resumes identifying special training, experience, or abilities that clearly illustrate the capacity to successfully complete the project.
 - b. Identify and describe the roles of teachers and school administrators involved in the project. Identify and describe the roles of all other individuals and organizations involved in the project.
3. Explain the schedule for planning, implementation, and follow-up. In the description, consider the following: When will teachers and artists have time for planning together? What will happen after the event? Will there be follow-up with the artist? How will the teachers and administrators continue threads of event after the artist's work has concluded? If necessary or desired, attach a calendar or schedule of planning and events.
4. Describe the primary student group the project will target. How and why were they selected?
5. Goals and Expected Project Outcomes: Use specific examples of planned project activities.
 - a. What are the overall goals/objectives of the project? How will these be achieved?
 - b. What is the impact on student learning?
 - c. What are the expected outcomes for teachers and administrators? How will these be met?
 - d. Is there a culminating event for the project? If so, describe it.
 - e. What Content Standards and Objectives will be focused on and how will these be addressed? How does this project connect with K-12 curriculum?
6. Evaluation and Documentation
 - a. What evaluation and assessment methods will be used to measure the identified learning outcomes for students?
 - b. How will the project be documented and celebrated in the school and/or community? I.e.: photos, media invitations, display of student projects, etc.

PART VII: Individual Project Narrative

Completed by all applicants applying for Out-of-School Time Projects

Answer all parts of all questions. Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section. There are no page or character limits for responses; however, staff strongly recommends responses be no more than ½-1 page per question.

1. Briefly describe the project. In the description, consider the following:
 - a. Why is this project relevant to your schools, community, and/or organization?
 - b. Has this project occurred before? If so, how has the program evolved? If this is a new program, explain the need of this program.
2. Project Personnel: Attach resumes of all key personnel and contracted artists.
 - a. Explain why the artists were selected for the project.
 - b. Identify and describe the roles of parents, community members, and other organizations involved in the project.
3. Explain the schedule for planning, implementation, and follow-up. If necessary, attach a calendar or schedule of events. If applying for multiple classes in the project, for each class provide the following: dates of the class, class title and brief description, artist/instructor, major learning objectives, activity/plan to meet the objectives, target participant population (age, for instance), and total expenses of class. If desired, applicants may submit a separate table or document with this information.
4. Target Audience and Access
 - a. Describe the primary student group(s) the project will target and why they were selected.
 - b. How will the targeted student group learn about the project?
 - c. Describe how participants will learn about and have access to the project. Are there need or excellence based scholarship options for any participants? What transportation considerations will be made if any?
5. Goals and Expected Project Outcomes: Use specific examples of planned project activities for each question.
 - a. What are the overall goals/objectives of the project? How will they be achieved? Is there a culminating event for the project? If so, describe it.
 - b. What learning outcomes will be focused on and how will they be addressed? Include outcomes for both arts content and non-arts content.
6. Evaluation and Documentation
 - a. What evaluation and assessment methods will be used to measure the identified learning outcomes for students?
 - b. How will the overall project be evaluated within the applicant organization and/or community? How will the project be documented and celebrated in the organization or community? I.e.: photos, media invitations, display of student projects, etc.

Accessibility Requirements Form

Completed by all applicants

Americans with Disabilities Act Compliance Assurance Form is required for a complete application.

All organizations that are not in full compliance must complete the transition plan. Please contact the Rose McDonough, Accessibility Coordinator at (304) 558-0240 ext. 152, or visit our website at www.wvculture.org/arts.

We are in full compliance with the American's with Disabilities Act (ADA).

We are not in full compliance with the American's with Disabilities Act (ADA) and have completed the transition plan.

Organization: _____

Location of Project/Facility Represented: _____

Name (person with the authority to legally obligate "applicant"):

Title: _____

Signature: _____

The WVCA asks each applicant to describe efforts to improve programmatic and physical access in its organization as a means to evaluate the degree to which it is proactively working on these issues. The WVCA is not in the position to determine whether an applicant is in compliance with any State and Federal laws governing this subject. A WVCA grant should not be interpreted as an opinion on that organization's compliance with its legal obligations. Each organization is responsible for complying with all applicable laws, rules, and regulations.

Program Diversity & Accessibility Questionnaire - FY2013

Completed by all applicants

Answer all parts of all questions. Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section.

The following questions pertain to the applicant's programs, artists, staff, volunteers, and board members.

1. Tell us about your community. Include demographic information on cultural/ethnic makeup, economy and employment, education level, and average age of your population.
2. How does your organization let the community know about programs and services? How do you invite the community to participate? How do you make all members of the community feel welcome at your facilities and programs?
3. What accommodations are available to address the following disabilities? Describe access to both facilities and programs for each.
 - a. Mobility disabilities
 - b. Visual disabilities
 - c. Hearing disabilities
 - d. Speech disabilities
 - e. Learning disabilities
 - f. Developmental disabilities
4. How do you reach out to community members with disabilities? Does your organization target this population for participation?
5. Are the universally accepted disability symbols used on your website, print materials and signage to inform the public that accommodations are available? Are these materials accessible?
6. Describe your organization's policy on accessibility. How is the policy publicized? Is there an access committee? Is there staff assigned to address accessibility?

For resources, help with this questionnaire, and how you can improve access to your programs and facility, contact the Accessibility Coordinator, Rose McDonough at Rose.A.Mcdonough@wv.gov, (304)558-0240 ext. 152.

Arts in Education Grant Application Checklist

These items are required for a complete application. Failure to submit required forms will result in a non-competitive score of zero though will still be reviewed and commented upon by the panel.

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- PART I - Application Cover Sheet with original signature
 - PART II - Organizational Operating Budget (for non-school applicants)
 - PART III - Budget Narrative (for non-school applicants)
 - PART IV - Organization and School Narrative
 - PART V - Individual Project Form
 - PART VI - Individual Project Budget
 - PART VII - Individual Project Narrative
 - Accessibility Requirements Form
 - Diversity & Accessibility Questionnaire
 - All final reports are current
 - IRS letter documenting organization's non-profit, 501(c)(3) status (for non-school applicants)
 - Artist resume(s)
 - Artist contract(s) with original signatures
 - Letters of verification from sources of matching funds
 - Letters of support from any partnering organizations
 - Itemized documentation of supplies or materials
 - Sample Evaluation Tools
 - Two complete copies of your grant packet; include two copies of all supporting documents
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Arts in Education Grant Application Review Criteria

Each grant application is reviewed, discussed, and scored by a panel of arts education experts according to this criterion. Their recommendations are presented to the WVCA for discussion and final funding decisions.

Project budget (Part VI)	0-10 points
Description of project and project relevance (Part VII, question 1)	0-10 points
Project Personnel (Part VII, question 2)	0-10 points
Planning, implementation, and follow-up (Part VII, question 3)	0-10 points
Target audience and access (Part VII, question 4)	0-10 points
Goals and expected project outcomes (Part VII, question 5)	0-10 points
Evaluation and documentation (Part VII, question 6)	0-10 points
Diversity and Accessibility Questionnaire	0-10 points
Ability to complete the project	0-10 points
Grant management (overall presentation of application and evidence of responsibility)	0-10 points
Total Possible	100 points

NATIONAL STANDARD CODING SHEET

APPLICANT STATUS

- 01 Individual
- 02 Organization - Nonprofit
- 03 Organization - Profit
- 04 Government - Federal
- 05 Government - State
- 06 Government - Regional
- 07 Government - County
- 08 Government - Municipal
- 09 Government - Tribal
- 99 None of the Above

APPLICANT INSTITUTION

- 01 Individual Artist
- 02 Individual Non-Artist
- 03 Performing Group
- 04 Performing Group - College/Univ.
- 05 Performing Group - Community
- 06 Performing Group - Youth
- 07 Performance Facility
- 08 Art Museum
- 09 Other Museum
- 10 Exhibit/Gallery Space
- 11 Cinema
- 12 Independent Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Organization
- 18 Union/Professional Organization
- 19 School District
- 20 Parent - Teacher Association
- 21 Elementary School
- 22 Middle School
- 23 Secondary School
- 24 Vocational/Technical School
- 25 Other School
- 26 College/University
- 27 Library
- 28 Historical Society
- 29 Humanities Council
- 30 Foundation
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation
- 38 Government - Executive
- 39 Government - Judicial
- 40 Government - Legislative (House)
- 41 Government - Legislative (Senate)
- 42 Media - Periodical
- 43 Media - Daily Newspaper
- 44 Media - Weekly Newspaper
- 45 Media - Radio
- 46 Media - TV
- 47 Cultural Series Organization
- 48 School of the Arts
- 49 Arts Camp/Institution
- 50 Social Services Organization
- 51 Child Care Provider
- 99 None of the Above

DISCIPLINES (APP & PROJ)

- 01 Dance
 - A Ballet
 - B Ethnic/Jazz
 - C Modern
- 02 Music
 - A Band
 - B Chamber
 - C Choral
 - D New
 - E Ethnic
 - F Jazz
 - G Popular
 - H Solo/Recital
 - I Orchestral
- 03 Opera/Musical Theater
 - A Opera
 - B Musical Theater
- 04 Theater
 - A General
 - B Mime
 - D Puppet
 - E Theatre for Young Audiences
- 05 Visual Arts
 - A Experimental
 - B Graphics/Printmaking
 - D Painting
 - F Sculpture
- 06 Design Arts
 - A Architecture
 - B Fashion
 - C Graphic
 - D Industrial
 - E Interior
 - F Landscape Architecture
 - G Urban/Metropolitan
- 07 Crafts
 - A Clay
 - B Fiber
 - C Glass
 - D Leather
 - E Metal
 - F Paper
 - G Plastic
 - H Wood
 - I Mixed media
- 08 Photography
- 09 Media Arts
 - A Film
 - B Audio
 - C Video
 - D Technology/Experimental

TYPE OF ACTIVITY

- 01 Acquisition
- 02 Audience Services
- 03 Fellowships
- 04 Artwork Creation
- 05 Concert/Performance/Reading
- 06 Exhibition
- 07 Facility Construction/Maintenance
- 08 Fair/Festival
- 09 Identification/Documentation
- 10 Organization Development
- 11 Operating Support
- 12 Arts Instruction
- 13 Marketing
- 14 Professional Support/Administrative
- 15 Professional Support/Artistic
- 16 Recording/Filming/Taping
- 17 Publication
- 18 Repair/Restoration/Conservation
- 19 Research Planning
- 20 School Residency
- 21 Other Residency
- 22 Seminar/Conference
- 23 Equipment Acquisition
- 24 Distribution of Art
- 25 Apprenticeship
- 26 Re-granting
- 27 Translation
- 28 Writing About Art
- 29 Professional Development/Training
- 30 Student Assessment
- 31 Curriculum Development/Implementation
- 32 Stabilization/Endowment/Challenge
- 33 Building Public Awareness
- 34 Technical Assistance
- 35 Web Site/Internet Development
- 36 Broadcasting
- 99 None of the Above

10 Literature

- A Fiction
- B Non-Fiction
- C Playwriting
- D Poetry

11 Interdisciplinary

- 12 Folklife/Traditional Arts
 - A Folk/Traditional Dance
 - B Folk/Traditional Music
 - C Folk/Traditional Crafts & Visual Arts
 - D Oral Traditions (include folk/trad. storytelling)

13 Humanities

- 14 Multidisciplinary
- 15 Non-Arts/Non-Humanities

ARTS EDUCATION

- 01 50% or more of project activities are arts education directed to:
 - A K-12
 - B Higher education
 - C Pre-Kindergarten
 - D Adult learners
- 02 Less than 50% of project activities are arts education directed to:
 - A K-12
 - B Higher education
 - C Pre-Kindergarten
 - D Adult learners
- 99 No arts education

PROJECT DESCRIPTORS

- A Accessibility
 - I International
 - P Presenting/Touring
 - T Technology
 - Y Youth at Risk
- ## GRANTEERACE
- A Asian
 - B Black/African American
 - H Hispanic/Latino
 - N American Indian/Alaska Native
 - P Native Hawaiian/Pacific Islander
 - W White
 - 99 No single group (organizations only)
- ## PROJECT RACE
- A Asian
 - B Black/African American
 - H Hispanic/Latino
 - N American Indian/Alaska Native
 - P Native Hawaiian/Pacific Islander
 - W White
 - 99 No single group (organizations only))