



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

FY2013
ARTS IN EDUCATION
ARTS EXPOSURE 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. Eligibility and matching requirements in School Based and Out of School Time Projects closely align with the previous AIE grant program. Read the complete guidelines and application information at www.wvculture.org/arts/grants under Arts in Education.

The Arts Exposure Projects category combines the previous three-year pilot of the AIE Touring program with the AIE Artist Visit category to create a more streamlined application process for artists, organizations, and schools. This program provides supplemental funding for performing, visual, and literary arts tours in primary and secondary education throughout the state of West Virginia while incentivizing outreach in counties and schools with the greatest need. The program also aims to support, strengthen, and expand arts-based educational tours through an open dialogue about best practices, challenges, and successes.

Guidelines for Arts Exposure 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, other community organizations incorporating the arts into their mission, individual artists, and artist collectives (up to 3 artists).
- Non-profit organizations must be an IRS registered 501(c)(3).
- Only a single touring entity within an organization is eligible for funding.
- Grantees are ineligible to receive additional funding through the Mini Grant program.

Funding Level

- The applicant may request up to 50% of artist or company's contract fee.

Request Cap: There is no cap for schools, county school systems, and presenting organizations.

- \$15,000 - Touring arts organizations *not* receiving general operating support from WVCA Arts Partners
- \$10,000 - Individuals and collectives (up to 3 artists)
- \$5,000 - Arts organizations receiving general operating support from WVCA Arts Partners

Matching Requirements:

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

Program purpose

- To provide funding to present touring state, regional, and national performing, literary, and visual artists to K-12 students.
-

Arts in Education Grant Application: Arts Exposure Projects *Must be typewritten*

- In an effort to promote deeper arts learning experiences, only 25% of WVCA funding designated for the Arts in Education grant program will be used for the Arts Exposure Project category.

Program description

- This program offers support for professional arts experiences for young people. These experiences are centered on a performance or demonstration and have limited student/artist contact time outside of the performance or demonstration; brief workshops may precede or follow performances. Longer projects with deeper engagement should look to apply under School Based Projects.
 - o **K-12 Schools, County School Systems, and Presenting Organizations as applicants**
 - Can request 50% of artist's fees; can be multiple artists at multiple schools. *For instance:* Anywhere County School System can submit one application to have a dance company perform for its elementary schools, a folk artist perform at the middle schools, and a theatre to visit the high schools. Or, *for instance,* Anyone Arts Organization can submit to coordinate and present a touring theatre company for area schools to attend.
 - o **Touring Arts Organizations, Individuals, and Collectives as applicants**
 - Request 50% of fee for education bookings contracted at the time of the application *and* fees for expected school bookings. Funds will be released on a draw-down system three (3) times per fiscal year with mid-year reporting to the AIE coordinator. Funding cap is \$15,000 for Touring Arts Organizations and \$10,000 for individuals and collectives.
 - At least 25% of the grant award must be used for *Distressed* and *At-Risk* counties (designated by the Appalachian Regional Commission (ARC)), and/or WV Department of Education (WVDE) institutional educational facilities.
 - A letter of intent to apply is recommended though not required by December 1.
 - o **Arts Partner Organizations as applicants**
 - Can request up to \$5,000 to aid in an existing or new touring initiative in which the organization targets underserved K-12 students. At least 75% of the grant award must be used for *Distressed* and *At-Risk* counties (designated by the Appalachian Regional Commission (ARC)), WV Department of Education (WVDE) institutional educational facilities, and/or a specific community or audience otherwise unreached by the applicant organization. Mid-year reporting required to AIE Coordinator.
 - A letter of intent to apply is recommended though not required by December 1.

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/WVCA encourages 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>.

School Based and Out of School Time Projects

- The Arts in Education Grant Program also includes categories to provide funding for curriculum-based hands-on projects that involve K-12 students and teachers in the creative process and integrate the arts and artists into daily instruction *and* for new and ongoing projects that establish, expand, or advance both K-12 curriculum and/or arts education programming *outside* of regular school hours. To apply to these categories, download the guidelines and application packet at 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: Arts Exposure 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), a West Virginia public school, an individual artist or collective, you are not eligible for this grant.
 - 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.
 - Touring Arts Organizations, Individuals, Collectives, and Arts Partners applicants: only one touring entity in the organization is eligible to apply. List that entity’s planned program as one (1) project.
 - 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. Unless applying as an Individual or Collective, the person signing the application must have legal authority to obligate the organization and cannot receive grant funds.
 - Required Supporting Documents
 - IRS 501(c)(3) determination letter (organization applicants only)
-

Part II: Organizational Operating Budget *Completed by applicant Touring Arts Organizations, Presenting Arts Organizations, and Arts Partners Organizations*

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.
-

Arts in Education Grant Application: Arts Exposure Projects *Must be typewritten*

- 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 applicant Touring Arts Organizations, Presenting Arts Organizations, and Arts Partner Organizations*

- 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: Artist, Organization, and School Narrative *Completed by all applicants*

- Respond to the two (2) questions under the appropriate heading (Organization, Individual, Collective or School, County School System). There are no page or character limits for responses; however, staff strongly recommends responses be no more than ½-1 page per question.
- Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section.

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

- Touring Arts Organizations, Individuals, Collectives, and Arts Partners applicants: Only one (1) touring entity in the organization is eligible to apply. List that entity's planned program as one (1) project.
- Schools, County School Systems, and Presenting Organizations: Complete one form for each project. Assign each project a number, and label each form accordingly (1 of 4, 2 of 4, etc.).
- Estimate the number of students and teachers participating
- Code your project. Use the National Standard Coding Sheet included with these instructions to code your project activity, race, descriptors, arts education and discipline (number and letter).
- 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.*

- Touring Arts Organizations, Individuals, Collectives, and Arts Partners applicants: only one touring entity in the organization is eligible to apply. List that entity's planned program as one (1) project. Use this form to project the income and expenses for the tour project.
- Schools, County School Systems, and Presenting Organizations: Complete one form for each project and label form to correspond with the Individual Project Form.
- 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 for Schools, County School Systems, and Presenting Organizations:
 - o Documentation of cost of materials
 - o Signed artist contracts
 - o Letters of verification of matching funds

Part VII: Individual Project Narrative *Completed by all applicants. Check page heading to confirm correct form – questions differ for each of the applicant categories.*

- There are no page or character limits for responses; however, staff strongly recommends responses be no more than ½-1 page per question.
- Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section.
- Many of the questions have more than one part. Be sure to answer all parts of all questions.
- Supporting documents required for Schools, County School Systems, and Presenting Organizations:
 - o Artist resumes
 - o Marketing materials provided by the artist
 - o Corresponding educational material such as lesson plans, study guides, and/or pre/post tests
 - o Evaluation tools (can be samples)
- Supporting documents required for Touring Organizations, Individuals, Collectives, and Arts Partner applicants:
 - o 2011 and 2012 educational touring history (date, location, service provided) If this is the organization's first year touring, submit an explanation.
 - o Calendar of scheduled tour performances during FY13
 - o Fee structure for education tour
 - o Marketing plan specific to this education touring project

Arts in Education Grant Application: Arts Exposure Projects *Must be typewritten*

- Sample evaluations for teachers, students, and school administrators
 - Corresponding education materials (If materials have not been completed, submit examples from previous years.)
 - 3-5 work samples/photographs to be used by the WVDCH/WVCA
 - Résumés of key artists
 - Sample contract for current education touring program
-

Accessibility Requirements Form and Questionnaire *Completed by all applicant Schools, County School Systems, Presenting Organizations, Touring Arts Organizations, and Arts Partner Organizations*

The WV Division of Culture & History/ WV Commission on the Arts requires that you to address accessibility 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) are 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.

Individuals and Collectives

- You do not need to complete the signed Americans with Disabilities Act Compliance Assurance Form; however, complete questions 1 and 3 of the Accessibility Questionnaire. Use question 3 to consider and describe how you adapt your programming to diverse audiences with varying abilities.
-

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: _____ Telephone (daytime): _____

Telephone (non-bus. hours): _____ Contact Person: _____

E-mail address: _____ Website: _____

Check which you are applying as: Individual Collective Touring Arts Organization

Arts Partners K-12 School County School System Presenting Organization

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 Touring Arts Organizations, Presenting Arts Organizations, and Arts Partner Organizations

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 Touring Arts Organizations, Presenting Arts Organizations, and Arts Partner Organizations

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: Artist, 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, Individual Artists, and Collectives:

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

Completed by 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

Project # _____ of _____ 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 Schools, County School Systems, and Presenting Organizations

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 plan for which you are requesting support.
2. How and why was the artist selected for this project? Attached résumé(s) should identify special training, experience, or abilities that clearly illustrate the capacity to successfully complete the project.
3. Describe the planning process and demonstrate teacher involvement. Identify all individuals and organizations involved and their specific responsibilities for the project.
4. What specific activities will students, teachers, and other participants be involved in that will allow the goals/objectives to be reached? What is the project timeline and schedule? What preparation and follow-up for students will occur?
5. Describe how this project connects with K-12 curriculum.
6. What evaluation and assessment methods will be used? What tools will you use to measure learning goals/objectives?

PART VII: Individual Project Narrative

Completed by Touring Arts Organizations, Individuals, Collectives, and Arts Partner 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. Provide a short biography and mission of the organization/artist/collective.
 2. Describe your touring program. Address the following:
 - a. Explain how and why this program was selected or developed for the season/year.
 - b. Identify your target audience and demographic.
 - c. Describe your goals for the season.
 3. Explain how you market, book, plan, execute, and follow up the tour.
 4. Describe corresponding educational materials. How were they developed, and how they will be utilized?
-

Attach the following required information:

- 2011 and 2012 educational touring history (date, location, service provided) If this is the organization's first year touring, submit an explanation.
- Calendar of scheduled tour performances during FY13
- Fee structure for current education touring
- Marketing plan specific to this education touring project
- Sample evaluations for teachers, students, and school administrators
- Corresponding education materials. If materials have not been completed, submit examples from previous years.
- 3-5 work samples/photographs to be used by the WVDCH/WVCA
- Résumés of key artists
- Sample contract for current education touring program

Accessibility Requirements Form

Completed by all applicant Schools, County School Systems, Presenting Organizations, Touring Arts Organizations, and Arts Partner Organizations

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

All organizations that are not in full compliance must complete the new simplified transition plan. Please contact the 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

Individuals and Collectives, complete questions 1 and 3 (see instructions)

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 Exposure Project Grant Application Checklist

These items are required for a complete application. Incomplete applications receive lower scores; funding levels are based on score.

Schools & County School Systems

- PART I - Application Cover Sheet with original signature
- PART IV - Artist, Organization, & 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
- Artist resume(s)
- Signed artist contracts
- Marketing materials provided by the artist
- Corresponding educational material such as lesson plans, study guides, and/or pre/post tests
- Evaluation tools (can be samples)
- Letters of verification from sources of matching funds
- Letters of support from any partnering organizations
- Itemized cost breakdown of supplies or materials
- TWO complete copies of your grant packet; include TWO copies of all supporting documents

Presenting Organizations

- PART I - Application Cover Sheet with original signature
- PART II - Organizational Operating Budget
- PART III - Budget Narrative
- PART IV - Artist, 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
- Artist resume(s)
- Signed artist contracts
- Marketing materials provided by the artist
- Corresponding educational material such as lesson plans, study guides, and/or pre/post tests
- Evaluation tools (can be samples)
- Letters of verification from sources of matching funds
- Letters of support from any partnering organizations
- Itemized documentation of supplies or materials
- Two complete copies of your grant packet; include two copies of all supporting documents

Touring Arts Organizations & Arts Partners

- PART I - Application Cover Sheet with original signature
- PART II - Organizational Operating Budget
- PART III - Budget Narrative
- PART IV - Artist, 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
- 2011 and 2012 educational touring history (date, location, service provided) If this is the organization's first year touring, submit an explanation.
- Calendar of scheduled tour performances during FY13
- Fee structure for current education touring
- Letters of support from any partnering organizations
- Marketing plan specific to this education touring project
- Sample evaluations for teachers, students, and school administrators
- Corresponding education materials (If materials have not been completed, submit examples from previous years.)
- 3-5 work samples/photographs to be used by the WVDCH/WVCA
- Résumés of key artists
- Sample contract for current education touring program
- Two complete copies of your grant packet; include two copies of all supporting documents

Individuals & Collectives

- PART I - Application Cover Sheet with original signature
- PART IV - Artist, Organization, and School Narrative
- PART V - Individual Project Form
- PART VI - Individual Project Budget
- PART VII - Individual Project Narrative
- All final reports are current
- 2011 and 2012 educational touring history (date, location, service provided) If this is the organization's first year touring, submit an explanation.
- Calendar of scheduled tour performances during FY13
- Fee structure for current education touring
- Letters of support from any partnering organizations
- Marketing plan specific to this education touring project
- Sample evaluations for teachers, students, and school administrators
- Corresponding education materials (If materials have not been completed, submit examples from previous years.)
- 3-5 work samples/photographs to be used by the WVDCH/WVCA
- Résumés of key artists
- Sample contract for current education touring program
- Two complete copies of your grant packet; include two copies of all supporting documents

Arts Exposure Project 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.

Schools, County School Systems, & Presenting Organizations

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|--|-------------|
| Project Budget (Part VI, contracts, matching fund verification) | 0-10 points |
| Description of project and project relevance (Part VII, questions 1-2, artist resumes, marketing materials provided by the artist) | 0-10 points |
| Planning, implementation, and follow up (Part VII, question 3) | 0-10 points |
| Project activities for students and teachers (Part VII, question 4, corresponding education materials) | 0-10 points |
| Relationship to K-12 curriculum (Part VII, question 5, corresponding education materials) | 0-10 points |
| Evaluation and assessment Part (VII, question 6, evaluation tools) | 0-10 points |
| Diversity and Accessibility Questionnaire | 0-10 points |
| Ability to complete the project | 0-10 points |
| Grant management and evidence of responsibility and professionalism (overall presentation of application and evidence of management) | 0-10 points |
| Total Possible | 90 points |

Touring Arts Organizations, Arts Partner Organizations, Individuals, & Collectives

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|--|-------------|
| Artistic development and management (Part VII, question 2, resumes of key artists) | 0-15 points |
| Administrative process and management (Part VII, question 3, marketing plan, past and current touring schedule, sample contract) | 0-15 points |
| Financial management (budgeting and fee structure) | 0-15 points |
| Evaluation and assessment (Sample evaluations, corresponding education materials, and goals for the project) | 0-15 points |
| Diversity and Accessibility Questionnaire | 0-10 points |
| Ability to complete the project | 0-10 points |
| Grant management and evidence of responsibility and professionalism (overall presentation of application and evidence of management) | 0-10 points |
| Total Possible | 90 points |