



**Montana Arts Council
Artists in Schools & Communities Grant Guidelines FY17**

CONTENTS

Program Description	2
Who Can Apply	2
Deadlines	2
Contacts and Accessibility	3
Funding	3
Activity Categories	3
What We Do Not Fund	6
Arts Learning Program Disciplines	7
How to Apply	9
Link to Online Application	9
Preparing Your Application	9
Draft Reviews	11
How to Build Your Budget	11
How to Choose an Artist, Company, Folklorist or Arts Organization	12
Signatures	13
Required Artist Residency Pre-Planning	13
Sample Week-Long Project Schedule	14
Application Checklist	14
Grant Review Process	15
Notification	15
Payment	15
IMPORTANT: Final Reports in FY17	16

Program Description

The Montana Arts Council, an agency of state government, develops the creative potential of all Montanans, advances education, spurs economic vibrancy and revitalizes communities through involvement in the arts.

The Montana Arts Council strives to provide access to quality arts learning to develop the creative potential of Montanans of all ages.

Towards that end, the Artists in Schools and Communities program provides matching funds that support a wide range of arts learning experiences and artist residencies for participants of all ages with professional working artists, as well as other special projects that support arts learning in schools and community settings.

Who Can Apply

The Montana Arts Council awards grants to Montana organizations that are not-for-profit and exempt from federal income tax under Section 501(a), which include the 501(c)(3) designation of the Internal Revenue code, or are units of government, public educational institutions, or local chapters of tax-exempt national organizations.

Artists in Schools and Communities FY17 Deadlines

Grant requests \$1500 and over: Monday, April 4, 2016 at 5:00 p.m. for projects occurring between July 1, 2016 and June 30, 2017.

Grant requests from Arts Learning Partner organizations: Monday, April 4, 2016 at 5:00 p.m. for projects occurring between July 1, 2016 and June 30, 2017.

Grant requests for MAC's AISC Arts Learning through Glassblowing category: Letter of intent to apply will be due Monday, February 29, 2016. Grant request application for projects occurring between July 1, 2016 and June 30, 2017 will be due **Monday, April 4, 2016 at 5:00 p.m.**

Grant requests under \$1500: this deadline will be ongoing, and grant funding will be distributed until depleted. You must apply at least six weeks in advance of the start date of your project for requests under \$1500. *Pending availability of funding*, grant requests under \$1500 will be accepted beginning June 1, 2016 for projects occurring between July 1, 2016 and June 30, 2017.

Contacts and Accessibility

If you are uncertain or have any questions about the application and process, it is highly recommended that you contact Emily Kohring, Director of Arts Education, ekohring@mt.gov or 406-444-6522 before you submit your application. Emily is available to provide technical assistance, including reviewing a draft of your application and answering questions about the budget. To request a large-print or alternate format guideline or application, please contact Kristin Han Burgoyne, Grants and Database Director and Accessibility Coordinator, kburgoyne@mt.gov or 406-444-6449.

Funding

Grants up to \$10,000 are available in the Arts Learning Experience, Artist Residency and Special Projects Category and must be matched 1:1 with other funds (MAC will provide a 2:1 match for first-time applicants, Class C schools, or small rural schools supervised by a county superintendent).

Arts Learning Partners may apply for grants up to \$10,000 and must be matched 1:1 with other non-federal funds.

Up to \$25,000 is available for applicants in the Arts Learning in Glassblowing category. Funding level and match will be based on expressed interest determined by Letters of Intent to Apply received.

Sponsors may receive no more than one grant over \$1500 or two grants that are \$1500 and under from Artists in Schools and Communities per year. Grants under \$1500 are only made pending availability of funding after decisions are made regarding grants \$1500 and over.

Grant requests under \$100 will not be considered.

Please be aware when making your grant request that the average AISC FY16 grant award for grantees who are not Arts Learning Partners was \$2570.00. To see a complete list of FY16 AISC grants and award amounts, please [click here](#).

Activity Categories

The Artists in Schools and Communities (AISC) program supports a wide range of arts learning activities (lasting from as short as a few hours to as long as a year) by professional artists and teaching artists in a variety of settings. Settings can include, but are not limited to: schools, arts facilities, community centers, social service agencies, prisons, elder care facilities, early childhood centers, libraries and other public spaces.

The AISC program also supports Montana arts organizations that provide arts learning activities locally, regionally and statewide, as well as touring companies.

To see a list of all AISC grants awarded in FY16, [click here](#).

The Artists in Schools and Communities program consists of four distinct components, which provide participatory experiences in arts learning that increase or strengthen participants' knowledge and skills in the arts.

- 1 **Arts Learning Partners:** Arts Learning Partners are select Montana arts organizations that have a proven record of providing high-quality arts learning experiences to participants both regionally and across the state of Montana. To become an Arts Learning Partner, an arts organization must have received Artist in Schools and Communities funding for three years in a row with positive feedback from participants and sponsors and clear indicators of success based on their stated goals for arts learning. Arts Learning Partners grants are renewable each year up to \$10,000 based on availability of funding.

To see a list of current AISC Arts Learning Partner organizations, [click here](#).

- Arts organizations interested in applying to become an Arts Learning Partner should contact Director of Arts Education Emily Kohring at (406) 444-6522 or ekohring@mt.gov.
- 2 **Arts Learning Experiences:** The Arts Learning Experience consists of arts learning projects in any discipline lasting from one to four hours with a **core group** of learners. The Arts Learning Experience may include a performance by a performing ensemble or artist, or the tour of a museum or gallery exhibit, but it is also required to include a hands-on, participatory learning activity for a **core group** of participants with the performing ensemble or artist, either before or after the performance or tour, that increases the participants knowledge and skill in the art form.

Please note that MAC **does not fund** demonstrations, lectures, artist talks or readings that do not engage the participants in participatory, hands-on learning.

- A **core group** is defined as no more than 30 participants at a time engaged in hands-on learning activities with an artist or arts organization. Under our guidelines, we recommend an artist or arts organization work with no more than four core groups per day.

Examples of Arts Learning Experiences:

- A touring theatre company performs a one-hour version of well-known Greek legends and myths for a high school, and afterward the actors visit English classes to teach workshops on staging favorite stories.
- A visiting artist leads students in a hands-on printmaking workshop in a museum's classroom space after the students have viewed an exhibit of the artist's work.
- A dance company touring to a local performing arts center does a variety of movement workshops on the day before their performance with local nursing homes and senior centers.

3. **Artist Residencies:** These consist of five or more hours of hands-on, participatory instruction for each **core group** (see definition above) of participants *with the same teaching artist(s)*. The time may be concentrated or spread out over several weeks or months.

Examples of Artist Residencies:

- A ceramics artist may visit a 3rd-grade classroom once a week over a 12-week period to teach different methods of working with clay to form pottery.
 - A media artist may visit an after school program at the Boys and Girls club two times a week during the summer break to teach middle school students beginning filmmaking.
 - A creative writing teacher leads a poetry workshop on a weekly basis at a local shelter for homeless men. At the end of the 4-month program, an informal poetry and writing slam is held where the men read their work aloud.
4. **Special Projects:** This funding broadly supports the creation of projects that establish, expand, or advance both school curriculum and arts education programming – for example, workshops or mentoring for classroom teachers or teaching artists, or training for arts organization staff on arts learning topics.

Note: If you are an individual teacher seeking a professional development opportunity for arts learning, you may be eligible for our Strategic Investment Grant. Please see the guidelines for this grant [here](#).

Examples of Special Projects:

- A local museum produces a series of short videos published on their website that shows teachers new ways to engage their students in looking at works of art in their collection, connected to the Common Core English Language Arts Standards, for viewing in advance of their class field trip to the museum.
- An arts organization engages a consultant for a series of workshops to train their teaching artists to engage participants on the autism spectrum during residency work in the community.

***Note:** Before you apply in the Special Projects category, it is important to make sure your project describes an experience different from an Artist Residency or Arts Learning Experience. It is recommended you contact Emily Kohring, Director of Arts Education at 406-444-6522 to discuss your proposed Special Project before submitting your application.*

5. **SPECIAL FY17 CATEGORY: Arts Learning through Glassblowing:** A special appropriation by the 2015 Montana Legislature has set aside funding to be allocated for projects that support learning in the art of glassblowing. Grants to organizations that are prepared to offer arts learning experiences and residencies in glassblowing to youth or adult learners in public school or

community settings will be made for a project period between July 1, 2016 and June 30, 2017.

This is a one-time only grant award. There is no guarantee of funding available beyond FY17. Grants requests up to \$25,000 will be considered.

Definition of glassblowing: Glassblowing is defined as the art or process of shaping an object from molten glass by blowing air into it through a tube. Other types of glasswork, such as glass fusing or glass beading, are not eligible for consideration in this particular category.

Who is eligible: Funds are to be used to support the expansion and sustainability of existing programs that teach glassblowing as an art form. These funds will not support the start-up of a glassblowing studio for an organization where no studio or program currently exists.

K-12 public schools and tax-exempt Montana organizations are eligible to apply. Universities, colleges or departments thereof, are ineligible **unless** the primary emphasis is community outreach. Funds are not to be used to support the teaching of glassblowing in undergraduate or graduate degree programs.

Funds are to be used to support the building of skills and knowledge in the art of glassblowing through hands-on, participatory learning in a workshop or residency setting. These funds will not support glassblowing demonstrations, artist talks or lectures without accompanying hands-on learning experiences.

To apply: Applicants in this category must first submit a Letter of Intent to Apply through our online grant system [here](#). The Letter of Intent is due Monday, February 29, 2016. Interested parties will be notified to proceed with a full application no later than Monday, March 7. Completed applications will be due Monday, April 4 at 5:00 p.m.

For questions about eligibility to apply, please contact Emily Kohring at (406) 444-6522 or ekohring@mt.gov.

Very important! All Artists in Schools and Communities grant activities must be hands-on, experiential and process-oriented, so it's important for the artists engaged in the project to be able to clearly communicate the concepts and skills of the chosen art form and to relate well to people in a variety of educational settings.

The criteria for funding an AISC grant is that participants learn the fundamental skills and knowledge of an art form.

What We Do Not Fund

- Performances or assembly programs without accompanying hands-on, experiential and participatory educational activities

- Demonstrations, lectures, artist talks or readings that do not engage the participants in participatory, hands-on learning
- Traveling expenses for staff
- Marketing expenses
- Receptions and related food expenses
- Scholarships
- Contests for teachers or students
- Projects that have already been completed
- Purchase of curriculum materials
- Equipment
- Reference manuals
- Universities, colleges or departments thereof, unless the primary emphasis is community outreach
- Grant requests under \$100

Arts Learning Program Disciplines

Arts Learning Experiences and Residencies are offered in the following discipline areas:

Visual Arts: Including painting, printmaking, ceramics, fabric arts, sculpture, architecture, design and photography. Typically, a visual artist sets up a studio in a classroom or other appropriate space and teaches from there. Please consult with the artist to determine space, supply, and equipment needs. Note: Mural projects generally require two weeks or more to complete.

In FY17, AISC has a special pool of funding dedicated to arts learning projects that teach glassblowing. Please see pages 5-6 for information about this funding opportunity.

Media Arts: Film/video, audio, and computer animation residencies generally require access to technology. Be sure to consult with the media artist about tech requirements in advance. Video productions require residencies of two weeks or more.

Traditional/Folk Arts: Folk artists teach and celebrate traditional artistic expressions in order to pass on a particular culture's shared sense of beauty, identity and values. Folk Arts may include traditional beading, quilting, woodcarving, fiddling, gospel singing, or various forms of dance and storytelling.

Folklorist Residency: This is a more specialized residency coordinated by a folklorist (or someone with comparable knowledge) who is trained to do fieldwork and specializes in the folk heritage, traditions and arts of a particular place or people. It may involve some or all of the traditional arts and crafts listed above and may be structured as follows:

- 1) The folklorist does fieldwork in order to identify local traditional artists with the help of students, teachers and/or community members. From this work, folk arts and folklife are defined.
- 2) Residency activities are then planned, and assessment tools designed.
- 3) Local or visiting traditional artists are invited to perform, demonstrate and/or conduct workshops.

Performing Arts: Available in dance, theatre, opera/music theatre, and music. Activities can take place in the classroom, but access to other spaces like a stage, gym, band room or (for dance) any space with a wooden floor might be helpful.

Literary Arts: Poets, playwrights and fiction writers are available for residencies. While the scheduling requirements listed under Residency Planning below generally apply, Sponsors must be particularly careful not to over-schedule the writer. Writers must spend a good deal of time reading and critiquing student work outside of class which may mean cutting back on the number of classes the writer conducts during the day.

Multi-disciplinary Projects: These residencies involve two or more artists in different disciplines and include collaborative projects where all artists are involved in the design and execution. Applicants interested in developing such a project must consult with MAC staff before submitting an application.

How to Apply

If this is your first application in the Artists in Schools and Communities category, or you are a previously unsuccessful applicant, it is highly recommended that you contact Director of Arts Education Emily Kohring to discuss your application process at (406) 444-6522 or ekohring@mt.gov.

Link to Online Application

The Artists in Schools and Communities Grant is an online application. The application is available online at:

<https://www.grantinterface.com/montanaarts/Common/LogOn.aspx>

- Give yourself plenty of time. DO NOT WAIT UNTIL THE FINAL DAY to begin this online process.
- If you do not have an existing MAC grant account: Click “Create New Account” to register and create an applicant profile. If you already have an account with the online grant management system (Foundant Grant Lifecycle Manager): Enter your login (email address) and the password you chose when you set up your account. Click the “Log On” button. On the left side of the screen is a green bar with “Apply” in white text. Click “Apply” and click the appropriate link to access a blank application form. If you have forgotten your password, do not create a new account. Instead, click the Forgot your Password link, enter your User ID, and your password will be emailed.
- If you have any trouble with the online process, call MAC’s office at (406) 444-6430 and ask for help. We are here to help!

Preparing Your Application

1. Review guidelines carefully. Call our Director of Arts Education, Emily Kohring, with any questions – (406) 444-6522
2. Select your artist(s). If you do not yet have an artist in mind, our [AISC Registry](#) provides a listing of Montana-based artists ready and willing to come to your school or community. Have careful dialogue with the artist about what he or she does, and come to an agreement on your goals and outcomes for the project. Be sure to discuss the artist’s fees for services. It may take several phone conversations or long emails. The time you put into pre-planning and good communication with the artist in advance will pay off in a great project.
3. Agree on a schedule and fees with the artist(s) with as much detail as possible. Put it in writing so there is mutual understanding that avoids miscommunication later.
4. Draft your application narrative: Be concise and specific in the narrative, address all the questions, and be sure to consider the "Required" components. You will need to consult with the artist to answer narrative questions. Be sure your artist(s) has read and responded to your narrative before you submit!

5. A successful grant narrative addresses the following:

- ✓ A detailed description of the project with arts learning activities that are hands-on, participatory experiences, increasing or strengthening participants' knowledge and skills in the arts, with an emphasis on the process – not a polished product.
 - ✓ Clear and measurable learning objectives tied to the [Montana Standards for Arts](#).
 - ✓ A plan for effective assessment that measures participant learning in the art form. Possible formats might include a checklist, a rubric, reflective writing, or a portfolio of the participants' work. You can download assessment examples [here](#).
 - ✓ Evidence of the quality and creativity of the proposed program and the Sponsor's ability to carry it out within the time allotted.
 - ✓ A description of the Core Groups of participating students or adults who will work directly with the artist(s). Each core group must not exceed 30 individuals.
 - ✓ A clearly defined schedule for the project.
 - ✓ A rationale for why the artist, company or arts organization was chosen for the project.
 - ✓ Evidence of efforts to identify and minimize barriers so that a diverse group of people can access this opportunity. Barriers might be: physical, intellectual, emotional, geographic, cultural, and/or economic.
 - ✓ **For Artist Residencies**, a description of the planning process between the Sponsor and the Artist or Arts Organization.
 - ✓ **For Artist Residencies**, a plan to engage the larger community and give the students an opportunity to share their newfound knowledge of the art form.
6. Present a realistic budget – make sure it supports the objectives of your project, provide sources where asked on the Budget Form, and check your math (see more detailed information about completing your budget on p. 11).
7. Proofread carefully, checking for errors in spelling, punctuation and grammar. Ask somebody else to read your application to look for errors. It can make the difference between being funded or not funded!
8. Have someone who knows nothing about the project read your application for clarity – they may help you understand where your narrative can be strengthened.

9. Have the application signed by *both* the artist and the person legally authorized to bind your organization to a contractual obligation.
10. Important: Download and keep a copy of the completed application for your records.
11. Inform the Montana Arts Council as soon as possible with any changes in your contact person, address, phone number, email, or other pertinent application information.

Draft Reviews

Grant writing for this program does not require specialized training or expertise; however, the Montana Arts Council gladly offers assistance. Our staff is here to help get your proposal to the point where it can be funded.

The Director of Arts Education will review a draft of your grant application and offer you useful feedback in advance of your application deadline. *If you would like your draft reviewed, please make every effort to make this request to her at least two weeks in advance of your grant deadline.*

If you would like a grant review, you must submit your draft by Monday, March 21, 2016. Please allow up to five workdays for a response to your draft.

Don't hesitate to contact the Director of Arts Education, Emily Kohring, with questions or concerns about your grant application at 406-444-6522 or ekohring@mt.gov.

How to Build Your Artists in Schools and Communities Budget

Sponsors must develop a budget that itemizes the following:

Expenses:

- Artist Fee (as published in the Artist Registry on our website at <http://www.art.mt.gov> or in conversation with the artist) The Montana Arts Council recommends that the individual teaching artist be paid no less than \$45.00 per contact hour with students; however, the final decision on fees charged rests with the residency artist.
- Per Diem: Travel and lodging reimbursements cannot be paid to artists or companies based in the same town or city as the Sponsor. Also, the final decision on any proposed reduction of per diem rests with the residency artist. For current travel, meals and lodging rates see: <http://art.mt.gov/travelrate.asp>
- Special art materials: Basic and common supplies used during the residency are the responsibility of the Sponsor (e.g., paper, crayons, glue, and paint.) The Montana Arts Council may partially fund the cost of special art supplies or other extraordinary materials unique to your residency or special project, but please

note that funding is provided only for student grade papers, brushes and paints, etc. Reimbursement for special supplies will require receipts. Please provide a detailed list if supplies are included in your budget.

- **A budget note for Arts Learning in Glassblowing applicants:** Applicants may request a reasonable supply budget for glassblowing equipment and materials directly related to the project for which you are requesting funding; however, it is expected that the bulk of the funds are to be used for arts learning activities that expand the outreach abilities of an already existing glassblowing studio, and not for the start-up cost of equipment and supplies for a glassblowing studio where no studio currently exists.

Revenue:

- Projected revenue generated by admissions to public events and/or exhibitions, publications or other sources (Please indicate revenue sources).
- Other funds received or anticipated – for example, from business sponsorships, PTA, school district, other grants received, etc. (Please indicate funding sources).

What the Arts Council Can Fund:

The Montana Arts Council **may** fund up to 1/2 of cash project expenses.

The Montana Arts Council **may** fund up to 2/3 of cash project costs for:

- Class C schools
- Community organizations and schools applying for the first time
- Small rural schools supervised by county superintendents

This table explains the maximum the Arts Council can reimburse Sponsors for individual artists or company residencies:

Type	Indiv MAX	Individual 2/3	Company MAX	Company 2/3
Arts Experience	\$180/ 4 hours	\$240/ 4 hours	\$900/ 4 hours	\$1,200/ 4 hours
Artist Residency	\$900/ 20 hrs	\$1,200/ 20 hrs	\$1,800/ 20 hrs	\$3,600/ 20 hrs

Match: All grants must be matched in cash, dollar-for-dollar, except those granted 2/3 funding which require a 1/3 cash match. Montana Arts Council Artists in Schools and Communities grants cannot be matched by federal funds.

How to Choose an Artist, Company, Folklorist or Arts Organization

The Montana Arts Council maintains an [Artists in Schools and Communities Registry](#) on our website for your use in this program (www.art.mt.gov). If you do not

have access to the Internet, a list of artists with brief descriptions will be sent upon request. Sponsors are welcome to contact the artist or arts organization on the registry for more information – for example, to request a written sample of a playwright’s work, or a DVD of a performing artist’s work.

You are not required to use an artist from our Artists in Schools and Communities Registry. Artists that are not on the registry may also be considered for arts learning projects in schools and communities. However, a resume or biography and appropriate work samples that provides evidence they are working professional artists with teaching experience must accompany your application.

Criteria for choosing artists should include:

- Artistic excellence
- Experience as a practicing artist, folklorist or performing company on a professional level
- Effective communication and teaching skills necessary to:
 - Share ideas clearly and concisely
 - Actively engage participants in the creative process
 - Provide creative ideas for lesson plans and be able to implement them
- Teaching experience, field work or prior arts learning or residency activity
- Strength and diversity of artist’s references (It is the responsibility of the Sponsor to check artist's references, including those artists on the MAC Artists in Schools and Communities Registry)

Signatures

Each grant application must be signed by an individual with the authority to act on behalf of the applicant organization. The artist, folklorist or arts organization must also sign the completed application. A signed application form is the applicant's agreement to do what is described in the application and to comply with the Terms and Conditions. Applicants must keep a complete signed copy of the application on file.

For Applicants in the Artist Residency Category

Required Artist Residency Pre-Planning

The most creative, rewarding, and successful Artists Residencies are **planned cooperatively** between the artist, folklorist or arts organization and the host organization (the Sponsor). Each residency is the unique result of the collaboration between the Sponsor and the artist. Naturally, **longer residencies require more** extensive pre-planning. Think about how to help prepare all involved for the residency to maximize the learning outcomes for all participants.

A residency site coordinator and a planning committee (typically representing the Sponsor) should be designated to handle details and oversee the residency. This might include scheduling, artist hospitality, publicity, documentation and making sure there are no barriers that prohibit active participation for all.

At least one planning meeting between the artist(s) and Sponsor is necessary before the grant is submitted to determine: overall goals of the residency, expectations of the participants, and a detailed schedule of activities. The answers to the grant application's narrative questions must be developed with the artist. Artists need to receive a completed application and read it over before they sign Section D of the application.

Set aside some time the first day for all staff of the Sponsor organization to meet the artist. This might be only 15 minutes, but it gives the artist a chance to introduce her or himself and give a short description of what will be accomplished during the residency. Remember to include staff like custodians and school secretaries – schools that have done this say it makes a big difference in the success of the residency.

Sample Week-Long Project Schedule

You will be asked to include a project schedule in your application. Here is a sample of what that might look like:

- Arts Learning Experience dates are hypothetically October 4-8

Planning meeting September 27, 4:30-6:30 PM with host coordinator, artist, teachers, and representatives from the senior center and the Boys & Girls Club

Monday 10/4	9-10 AM Mr. Smith's 8th Grade	10:15-11:15 Mrs. Brown's Kindergarten	Lunch Break	1-2 PM Senior Center group	3-4 PM teacher workshop
Tuesday 10/5	8-9 AM Mr. Grey's 10th grade	9:10-10:00 Mr. Smith's 8th Grade	Break	11:30-12:30 Moose Club Luncheon / presentation	3:30-4:30 PM Boys & Girl's Club
Wednesday 10/6	9-10 AM Mr. Smith's 8th Grade	10:15-11:15 Miss Green's 3rd grade	Lunch with the History Club	Break	7-8 PM PTA meeting
Thursday 10/7	8:00-8:30 Mrs. Brown's Kindergarten	9-10 AM Mr. Smith's 8th Grade	10:15-11:15 Mr. Grey's 10th Grade	Break	2:00-3:00 Miss Green's 3rd grade
Friday 10/8	9-10 AM Mr. Smith's 8th Grade	Break	Break	3-4 PM 8th graders rehearsal / exhibit hanging	7:30-9:30 performance/ exhibit

Application Checklist

- Completed online **Application** form signed by both artist and Sponsor
- Complete project **Budget**, including itemized expenses and revenues

- Clear and concise answers to all **Narrative** questions describing arts experience, residency or special project
- If the artist, folklorist or arts organization for whom you are requesting funding is not listed in the AISC Registry, his/her **Resume** must be included. It is also highly recommended that the artist include work samples (photos, lesson plan samples or video documentation).
- A **Schedule** that includes all project activities, including core group sessions, artist performances, teacher workshops, and, for Artist Residencies ONLY, planning meetings and public event(s)

Review Process for Artists in Schools and Communities Grants

All Artists in Schools and Communities applications \$1500 and over will be reviewed by a grant review committee anticipated on May 12, 2016. This meeting will happen online. You will be notified of the time of your grant review, and will be offered the opportunity to join the online meeting. The committee will be composed of a combination of arts education experts, Montana Arts Council members, and legislators.

You are welcome to attend the online grant review meeting. This process is open to the public and applicants are strongly encouraged to observe the committee meeting to experience the review process and the challenges of allocating limited funding to a growing body of qualified applicants. Committee discussions provide insights about effective grant writing and how your application is perceived and understood.

Applicants are requested to refrain from contacting grant panel members, individually or as a group, before or during the online meeting process. Applicants attending the online meeting as observers will not be allowed to speak about their application, thereby not having an unfair advantage over those who are not in attendance. The minutes from the grant review panel are available upon request and applicants are encouraged to contact MAC staff after the review to receive these minutes.

Applications \$1500 and under are reviewed by the Director of Arts Education and ratified by the members of the Arts Council.

Notification

When a grant is awarded, the Sponsor will receive an award email notification.

Once approved, no changes may be made to the grant for its duration or scope unless requested by the Sponsor in advance, and approved in writing by the Arts Council. The application is a legal document. Sponsors that do not follow the terms of the application may be required to return Arts Council funding, jeopardizing future funding.

Payment

For Arts Learning Partners: Once the contract is signed and returned to the Arts Council, payment will be processed within 30 days, provided all other MAC grants to the

organization are up-to-date in their reporting. All final reports are due within one month of project completion.

For Artists in Schools and Communities grant awards under \$1500: **The Sponsor must pay the artist the full amount, including travel and per diem on the last day of the project. Payment to the Sponsor will then be made within 30 days of the Montana Arts Council's approval of final reports from the Artist and Sponsor.** All final reports are due within one month of project completion.

For Artists in Schools and Communities grant awards \$1500 and over: Once the contract is signed and returned to the Arts Council, payment will be processed within 30 days, provided all other MAC grants to the organization are up-to-date in their reporting. All final reports are due within one month of project completion.

***PLEASE READ: Final Reports in FY17**

1. **Required Project Documentation:** all AISC grantees will be required to submit three pieces of supporting documentation in their final report. Documentation may include samples of student artwork or writing related to the project (these may be photographs of the artwork and not the actual artwork); photos or video of the artist working with the participants; websites created during the project; newspaper or media pieces about the project, or any other artifacts that help make visible the newfound skills and knowledge in the arts gained by the participants.
2. **Share your appreciation for the public value of the arts by thanking your elected officials.** The arts are of benefit to all the citizens of Montana and are worthy of state and federal investment. We encourage you to extend personal invitations to school board members, local officials and legislators to attend any community events you hold during the arts learning project, and to write thank you letters to your local legislators letting them know the impact the arts learning project funded by the Montana Arts Council had on your community. Find out how to contact your Montana legislators at [http://leg.mt.gov/css/find a legislator.asp](http://leg.mt.gov/css/find_a legislator.asp).

Please send a copy of letters you send to your elected officials to Emily Kohring, Director of Arts Education at ekohring@mt.gov, or to PO Box 202201 Helena, MT 59620-2201. Also, if an elected official accepts an invitation to attend one of your community events, please let us know.