



MONTANA ARTS COUNCIL

FY21 Artists in Schools & Communities Guidelines

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About the Montana Arts Council

The Montana Arts Council is the agency of state government established to develop the creative potential of all Montanans, advance education, spur economic vibrancy, and revitalize communities through involvement in the arts. The Montana Arts Council is governed by 15 individuals appointed by the Governor. It is funded by state and federal government.

Program Description

It is a primary goal of the Montana Arts Council to help provide access to high quality arts learning for the benefit of Montana students of all ages and abilities. To that end, the Artists in Schools and Communities (AISC) grant program provides matching funds in support of a wide range of arts learning experiences, offered primarily through residencies that engage participants with professional working artists. As well, AISC supports special projects designed to provide professional development programs to teachers, teaching artists and administrators, or that engage Montana students from across the state in shared learning experiences.

Application Deadlines

The deadline for requests to the AISC Grants \$1500-\$5000 and Arts Learning Partners categories is March 11, 2020 at 5:00 pm.

There are two deadlines for requests to the AISC Grants Under \$1500 category: May 4, 2020 at 5:00 pm and November 4, 2020 at 5:00 pm.

Note: Applications must be submitted online at www.art.mt.gov/application.

Review Criteria

Applications will be reviewed and scored against the following criteria:

- The project exhibits artistic and educational merit.
- Thorough plans for implementation and evaluation are evident.
- Project management and budget are sound.
- Efforts are made to ensure community access and involvement.

For additional detail regarding criteria indicators [view this document](#).

Award Amounts

AISC grants awarded during the FY21 cycle will fall within the following specified ranges:

- Grants Under \$1500 \$300 - \$1499
- Grants \$1500-\$5000 \$1500 - \$5000
- Arts Learning Partners \$5000 - \$10,000

Grant Period

The grant supports activities between July 1, 2020 and June 30, 2021. *Note: funds cannot be awarded in support of project activities that have already taken place.*

Eligible Applicants

All applicants must be one of the following:

- A nonprofit arts organization with an IRS 501(c)(3) ruling, incorporated in Montana and registered and in good standing with the Montana Secretary of State
- A tribal or university arts program with ongoing outreach programs that significantly extend services beyond the campus
- A unit of government or public educational institution
- A local chapter of a tax-exempt national organization
- An organization fiscally sponsored by an eligible and approved nonprofit entity

Requirements

Applicants must:

- be formally organized and continuously operating in Montana for a minimum of one year. Organization compliance will be verified by information on submitted 501(c)(3). If the applicant organization has not yet gained 501(c)(3) status, an eligible and approved fiscal sponsor may be used.
- possess a Data Universal Numbering System (DUNS) number (see www.dnb.com)
- be in compliance with Americans with Disabilities Act (ADA)

Project activities under the AISC grant category must include hands-on experiential learning.

AISC Grants require a 1:1 cash match of non-federal dollars. For first time-grantees, or for Class C or smaller schools, MAC will provide a 2:1 match (2/3 of total project funding.)

Contacts and Accessibility

For questions or concerns about the application process, or to discuss your project, contact Monica Grable, Arts Education Director, at Monica.Grable@mt.gov or (406) 444-6522. Monica is available to provide technical assistance—including a review of your application draft—or to provide an alternate format of the guidelines or application as needed.

For other ADA accommodation needs, please contact Kristin Han Burgoyne, Accessibility Coordinator, at kburgoyne@mt.gov or 406-444-6449.

Application Information

The Artists in Schools and Communities program is made up of three distinct application categories, each designed to support a diversity of participatory experiences in arts learning:

1) AISC Arts Learning Partners: Arts Learning Partners are select Montana arts organizations that have a proven record of providing high-quality arts learning experiences to program participants, regionally and/or across the state of Montana. Arts Learning Partners grants are highly competitive, with awards ranging between \$5,000 and \$10,000. *Current ALPs will be provided an access code to apply under this final year of this category.*

2) AISC, Grants \$1500 to \$5000

Short-Term Residencies: The short-term artist residencies subcategory consists of arts learning experiences that are short in duration--lasting from one to four hours with a core group of learners—but impactful. While these experiences may include a performance by the artist(s), they must also include a minimum of one hands-on, participatory learning activity for a core group of participants, engaged with the artist(s) in residence. This learning activity may take place either before or after the performance, and should be designed to increase the participants' knowledge and skill in the art form.

(Note: MAC will not fund demonstrations, lectures, artist talks or readings that do not engage the students 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. It is recommended that an artist or arts organization work with no more than four core groups per day.*

Long-Term Artist Residencies:

This subcategory consist of five or more hours of hands-on, participatory instruction for each core group (*see definition above*) of participants engaged with the same teaching artist(s). Time spent with artist(s) in residence may be concentrated within one or two days or spread across several weeks or months. Projects in this category tend to involve larger budgets, with a greater emphasis on learner outcomes.

Special Projects:

This subcategory broadly supports the creation or extension of professional development programs that establish, expand, or advance the arts within or across the school curriculum, or that support arts education programming in community settings. Examples include an event that is comprised of workshops for teachers and/or students in multiple disciplines, a mentoring

program providing professional development for classroom teachers or teaching artists, training for arts organization staff on methods of arts-integrated teaching, or school-wide integrated learning that elevates outcomes across the curriculum.

These projects are of a broader reach than a short-term or long-term residency by an artist or organization, utilize the expertise of visiting artists and/or professionals, and may involve multiple schools and/or core groups. Fewer projects are funded in this category and should be discussed in advance with MAC's Arts Education Director. *(See contact information, pg. 3)*

Please 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](#).

3) AISC, Grants Under \$1500

The AISC category *Grants Under \$1500* is an excellent means of initiating a first experience with a guest artist-in-residence or an education-driven special project in school or community settings. Projects funded through the AISC *Grants Under \$1500* category mirror those in the over \$1500 category--though, due to the size of the grant awards, tend to reflect shorter-term residencies and simple projects.

The AISC grant program supports a diversity of arts learning experiences across disciplines or integrated in the curriculum, including:

Dance	Literary Arts	Music
Folk / Traditional	Media Arts / Film	Theatre
Interdisciplinary	Multidisciplinary	Visual Arts

For assistance in choosing a guest artist, company, folklorist or partnering arts organization see [these suggestions](#).

Narrative Questions—may vary depending on AISC subcategory

1. Learning Objectives:

What do you want the learners to know and be able to do in the proposed art form at the end of the residency? These are your learning objectives and should total no more than three or four.

2. Detailed Project Description:

In the space below, describe the project in detail. What art form will the learners explore? How will students be engaged in hands-on learning about the art form? What specific activities will learners be engaged in during the project? What artist or arts organization will provide the learning opportunities? What artistic skills will be

introduced by the artist and what process will the students follow? Will the learners create any works of art? If so, please describe in detail.

3. Montana Standards for Arts and Indian Education for All:

If your project takes place in a public school during the regular school day, please list any [Montana Standards for Arts](#) the proposed project will meet. Additionally, if your project involves the study of Native American artwork or culture, briefly discuss how the proposed project meets [Essential Understandings Regarding Montana Indians](#).

4. Curriculum Integration:

If the project takes place in a public school during the regular school day, will the artistic skills the artist introduces to students integrate with other subject matter the classroom teacher is introducing? If yes, describe how.

5. Assessment of Participant Learning:

How will you assess participant learning and understanding during the project? How will you know students have gained the knowledge and skills in the artistic form listed as your objectives above?

6. Core Groups:

Describe the core group(s) (*see definition above*) participating in the arts learning project. Who are the learners who will participate and what is their age or grade level? Why was this particular group chosen? What learning need is being met through the core group participation in the arts learning project?

7. Learning Activity Locations:

Where will the arts learning take place? Please list all sites where the arts learning will take place, including the Montana county where the sites are located. If your proposed project is statewide or regional and will serve many sites, please attach a spreadsheet or table that lists all sites your project will serve, including physical addresses.

8. Supplemental Materials:

Items to prepare for upload

- A resume for each artist in residence or workshop leader involved with their project
- Samples of the artists' work—either digitally or via web link
- A schedule of activities for the project, such as the [example here](#)
- A completed MAC-supplied budget sheet, a sample of which can be [accessed here](#)

Review Process

Requests in the *Grants Under \$1500* category will be reviewed internally by a member of the MAC staff and at least one outside reviewer well-versed in the particular discipline(s) of the request.

Requests submitted to the *Grants \$1500-\$5000* and *Arts Learning Partner* categories will be reviewed by a panel comprised of local and regional professionals from the arts and arts education communities, chaired by a non-voting member of the Council.

The AISC review panel will meet to discuss requests in an open public meeting to be held between May 1 and 15; grant applicants will be notified of the meeting details via email. Grant panelists will make recommendations to the full body of the Montana Arts Council. Final funding determinations are made by the members of the Council.

All MAC review meetings are open to the public. Applicants will be identified by name and all information submitted is included in the public record.

Applicants must refrain from contacting panel or council members—individually or as a group—before or during the panel review process. Applicants attending the panel meeting as observers will not be allowed to discuss their application.

A summary of panel comments is available to applicants upon request. Applicants are encouraged to contact MAC staff following the review to receive comments, regardless of the outcome; committee discussions and comments provide insights about effective grant writing and how applications are perceived and understood.

Notification

Final funding determinations for the March and May deadlines will be made by June 30, 2020, and for the November deadline by December 15, 2020.

If a grant is awarded, the Sponsor will receive an initial notification via phone or email, followed by an emailed formal award letter and contract. Once approved, any changes made to the grant—of its personnel, duration, budget or scope—need to be communicated to, and approved by, MAC's Arts Education Director.

Grantee Responsibilities

- All current and prior MAC reporting must be in compliance in order to receive funding.
- Organizations must maintain eligibility and continued compliance with the Americans for Disabilities Act.

- Grantees must appropriately credit the Montana Arts Council in materials and announcements related to the supported project during the award period, as specified in the grant contract.
- The organization's inability to carry out the planned grant-supported project needs to be communicated in writing to the Montana Arts Council.

Reporting Requirements

- Summary narratives of your grant project activities and outcomes
- Final project budget
- Copies of receipts for supplies and materials purchased with grant dollars
- A minimum of three pieces of supporting documentation, to include samples of student artwork related to the project, process photos or video of the artist working with participants, websites or other digital media, newspaper articles or social media pieces about the project, and formal or informal survey results
- Summary of letters or invitations sent to elected officials

How to Log On to the MAC Application Portal

Go to www.art.mt.gov/application to arrive at the login for MAC's grant system.

- New Users: Click on "Create New Account" to complete the registration process and create your logon credentials. A new applicant within an organization already in our system may be added to the organization as a new contact.
- Existing Users: If you've forgotten your password, click the "Forgot your Password?" link and you will be directed to create a new one.

Recommendations for Applying

- If applying for the first time, it is highly recommended that you first speak with MAC's Arts Education Director to discuss your project.
- Review the guidelines and contact MAC for further clarification.
- Determine eligibility and requirements.
- Gather information needed for narrative questions.
- Type all narrative answers into a word document, then copy and paste into the application form online. Make note of the character counts for each answer.
- Be sure to click 'save' throughout the online application process.
- To retain formatting of supplemental items, combine all into a single PDF document; note that only one is allowed to per upload field.
- Use a naming convention that identifies the applicant and the documents, such as ArtistResume_CommunityArtsOrganization or Budget_SchoolName.
- Request a review of your application by MAC's Arts Education Director prior to submittal. Please allow ample time.
- To view a summary document of how the application will appear to reviewers, click on the 'Application Packet' button; a PDF document will be created that can be saved, shared by email or printed. Keep a final application copy for your records.