



Southwest
Minnesota
Arts & Humanities
Council

Promoting the arts since 1974

*Serving Big Stone, Chippewa, Cottonwood,
Jackson, Kandiyohi, Lac qui Parle, Lincoln,
Lyon, McLeod, Meeker, Murray, Nobles,
Pipestone, Redwood, Renville, Rock, Swift and
Yellow Medicine Counties*



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of the people of Minnesota on
November 4, 2008.*

SW Minnesota Arts & Humanities Council

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Effective July 1, 2011 to June 30, 2012

Arts in the Schools Grant Program Guidelines

Application Deadlines

Round I: October 15, 2011

Earliest Project Start Date: December 1, 2011

Round II: April 15, 2012

Earliest Project Start Date: June 1, 2012

*This program is intended for schools only. All other arts
learning projects should apply under the ART PROJECT
grant program.*

SMAHC Arts in the School Grant Program Guidelines

July 1, 2011 to June 30, 2012

The Southwest Minnesota Arts & Humanities Council (SMAHC) is the designated regional arts council for the following eighteen counties of southwest Minnesota: Big Stone, Chippewa, Cottonwood, Jackson, Kandiyohi, Lac qui Parle, Lincoln, Lyon, McLeod, Meeker, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Swift and Yellow Medicine. SMAHC provides grants and services to nonprofit organizations and government units within these eighteen counties for projects that take place in our region. SMAHC is committed to the support of high quality arts activities in our region.

Program Intent:

The intent of this grant program is to provide financial and technical assistance to schools to help involve professional artists to strengthen school art programs.

SMAHC is committed to:

- Supporting artists and arts organizations in creating, producing and presenting high-quality arts activities
- Overcoming barriers to accessing high quality arts activities
- Instilling the arts into the community and public life in our region
- Supporting high-quality, age-appropriate arts education for residents of all ages to develop knowledge, skills, and understanding of the arts
- Supporting events and activities that represent the diverse ethnic and cultural arts traditions including folk and traditional artists and art organizations, represented in this region

Applicants must make the case that their project fulfills SMAHC's program intent.

Arts in the Schools applications may be for one of two categories:

- artist residencies
- field trips

An **artist residency** is a unique learning partnership between a professional artist and an organizational sponsor. The artist is a special resource willing to share expertise with students and instructors. The Arts in the Schools residency grants are intended to help schools involve professional artists to strengthen educational arts programs. The artist residency serves to demonstrate the vitality of an arts discipline. The artist acts as a professional role model, assists teachers and students in using the creative process in their work and lives and draws attention to the necessity for arts in the classroom and in the community. Although the artist may teach during the residency, the artist should not function as the primary teacher or be expected to perform as a curriculum specialist.

A sponsoring school may work with any professional artist (or arts-producing organization) that suits the particular needs of the school. Artists may be contracted to teach and/or work side by side with students, conduct in-service or special teacher's training, and conduct performances, demonstrations, exhibitions, or special classes for the community at large. Artists are available to work in all arts disciplines including theatre, music, dance, opera, literary arts, film, video, and the visual arts.

Pre-packaged theatre residencies, limited to \$750 in grant funding, bring a theatrical experience to the schools & communities with original musical adaptations of classic tales. The selected theatre company sends professional actors/directors to a community for a one week residency. Local children fill the roles, and the theatre company provides everything needed to do the show. After a week of rehearsing, the cast will perform the play to a community audience. Examples include: Prairie Fire Theatre and Missoula Theatre.

SMAHC can assist schools in identifying individual artists or arts organizations that provide residencies in the SMAHC area. The Minnesota State Arts Board (MSAB) annually publishes a Roster of Artists approved for residency programs. Their website is www.arts.state.mn.us or phone 800-866-2787. In addition, COMPAS is a state supported, nonprofit organization specializing in writers and artists in residence. COMPAS may be reached at 800-826-6012 or their website is www.compas.org.

A **field trip** grant is intended to help increase the exposure of students to professional artists through visits to studios, performances by professional theatre, dance or musical groups, readings by writers, visits to art galleries or other locations pertinent to the creation and exhibition of art.

Grant Amounts:

Arts in the Schools Grants are available for up to **\$2,500 for Artist Residencies** (only \$750 for Pre-packaged Theatre residencies) and up to **\$1,000 for Field Trips** or **90%** of the total project cash costs, whichever is less.

Important Dates:

Round I Grant Deadline: October 15, 2011
Grant Writing workshop: Dates, times & locations will be posted on www.smahc.org
Panel Meeting: November 12, 2011 Board Action: November 22, 2011
Earliest Project Start Date: December 1, 2011

Round II Grant Deadline: April 15, 2012
Grant Writing workshop: Dates, times & locations will be posted on www.smahc.org
Panel Meeting: May 5, 2012 Board Action: May 22, 2012
Earliest Project Start Date: June 1, 2012

Start Date:

Effective July 1, 2011 the start date for a SMAHC Arts Project Grant will be defined as the point at which the project is set in motion e.g., rehearsals, advertizing and public notification, payment of fees, ordering and/or paying for supplies or printed material, etc. No funds can be expended prior to the project start date. NOTE: Funds spent before the project start date, such as a deposit on a contract, cannot be included in the grant project budget.

End Date:

Projects must be concluded within a 24-month period from the Start Date and as described in the grant application and budget. Any changes must be requested and cleared in writing in advance with SMAHC. A final report must be submitted within 60 days of the project end date. When determining a project end date, applicants should allow time for all project bills to be processed.

Eligibility

The Arts in the Schools grant program is open to schools in the eighteen counties of the SMAHC service region.

What Is Not Eligible for Funding:

The SMAHC Arts in the Schools Grant Program will not or can **NOT** fund:

- Applications that do not have an art focus.
- Activities of a for-profit project, organization, or business.
- Projects where funds are requested to account for deficits in projects or programs begun prior to the project earliest start date. In other words, payment of debts incurred before the grant activities begin or outside of the grant project scope of activity

- Applicants with past due SMAHC final (or other) reports.
- Applications where funds are to be used to match other SMAHC grant applications.
- Requests for equipment, new building construction, purchase of real property, or endowment funds.
- Requests for production costs associated with the creation of an arts event, such as costumes, sets, etc.
- Fundraising events.
- Activities which are not open to the public. Projects must be inclusive and accessible in their process and/or final product, considering economic, geographic, and physical accessibility, as well as the cultural, racial, ethnic, age, and gender make-up of the community. School field trips must be open to all students within a grade or subject discipline, rather than exclusive to a student organization.
- Religious organizations or projects which are for the religious socialization of the participants or audience.
- Parochial schools are not eligible to apply.
- Applications submitted for the purpose of regranting, lobbying or scholarships.
- Projects that will not take responsibility for their publicity, media coverage, and public relations and that won't provide timely promotion of the project throughout the SMAHC region through use of the proper funding credit line and logo.

Additional requirements for artist residency applications

- 1. Professional artist.** Artists selected must be independent, professional artists. A professional artist considers the arts as a primary profession or career. Art-related background and quality of work will be heavily considered in the application review process. Selected arts-producing organizations must be qualified professional organizations. Artists' fees should follow MSAB guidelines for experienced residency artists (presently \$300.00/four-hour artist/student contact day excluding mileage, lodging, subsistence, etc.) Exceptions to this will be considered where reasonable justification is included with application.
- 2. One or more core groups.** Must allow at least one core group or class of students to work with the artist daily throughout the residency. At least one core or target group of students must receive extended in-depth contact with the artist for the length of the residency. A core group is defined as a specific group of students who work with the artist during the residency. **A residency must allow for a minimum of four hours of artist/core group contact time beyond the community event.**
- 3. Teacher must be present during all artist-student contact time.** A qualified instructor must be present at all times during a school residency. To ensure a successful school residency, the teacher and artist work cooperatively to maintain a productive working environment in the classroom.
- 4. Teacher-artist contact time.** We strongly recommend that residencies include *at least one hour of training* for school instructors. Training provided by the visiting artist is preferred although not required. We suggest that substitute teachers be hired to cover training period(s). A pre-residency planning day with the artist and involved faculty and planning committee is strongly encouraged. It is recommended the artist be paid for the planning day.
- 5. Community component.** To broaden the total impact of the residency, the general community must be involved in some aspect. Each residency must involve the *general* community in some significant aspect of the residency. The project must be extended to include the general community. Examples: invite the community to an exhibit of students' residency work, host a *Meet the Artist* night, or sponsor a community education class.

Applicants are encouraged to contact the SMAHC office to answer any questions you might have regarding eligibility. Contact us via email at smahcinfo@iw.net, call us toll free (800) 622-5284, or on our local line (507) 537-1471.

Grant Review Process:

1. SMAHC staff reviews the application for accuracy, completeness and eligibility. Only complete applications will be forwarded to the grant review panel. Grant applicants may not discuss their application with SMAHC panelists or board members following the grant deadline until after the board has acted on the application. Communication regarding an application with SMAHC board or panelists during this time will result in the application being ineligible for funding consideration.
2. A grant panel reviews all eligible applications based on the review criteria (listed below). Panelists are chosen for their knowledge and expertise in the arts, and their ability to interpret the guidelines and review criteria equitably and fairly to each application. Geographic representation, ethnicity and gender are also considered to ensure the panel reflects the diversity of the region. The time and location of the panel meeting will be posted on the SMAHC website at www.smahc.org. SMAHC follows the State of Minnesota open meeting guidelines. Applicants are welcome to attend the meeting to hear the panel deliberations and audit proceedings. Interaction between applicants and panelists is not allowed.
3. Board and panel members with a conflict of interest in regard to a specific applicant or project declare such and abstain from comment and rating of that application.
4. The recommendations of the panel are submitted to the SMAHC Board of Directors for final approval. Grants will be awarded to the extent of funds available to applications meeting the criteria. The SMAHC board will consider the geographic distribution of available funds, number of grants received from an applicant, and first time applicants. Schools submitting more than one application during a fiscal year should note that only one may be given highest priority before geographical distribution is considered.
5. All applicants will receive a notification letter of acceptance or rejection after final review of the application by the Board of Directors.
6. If the application receives partial funding, a revised project description and budget must be submitted within 30 days of notification.

Review Criteria:

The review panel makes a recommendation to the SMAHC Board of Directors for funding based on the established criteria:

1. **The ARTISTIC QUALITY AND MERIT of the project or program.**

Grant review considerations used to address this criterion may include:

- the artistic quality of the work of the artist(s) in the project
- the merit of the project plan, including an overall schedule of what activities will be conducted during the project and the grade level of students being served
- the artistic goals of the school and how the project fulfills those goals and meets the curricular objectives
- involvement of community in the project
- evidence of growth, evidence of exploring a new art form or a new dimension of an art form for participants
- Resumes, work samples and sample lesson plans for non-roster artists are very important aides for the panel to determine whether the criteria for artistic quality have been met.

If the application is determined to be of sufficient artistic quality and merit to warrant further review, then the following criteria will be applied:

2. **Applicants must demonstrate COLLABORATION AND SUPPORT for the grant project or program in the community served.**

Grant review considerations used to address this criterion may include:

- the existing arts resources in the school's community and how the project complements rather than replaces the existing art resources in the school
- the financial commitment to the project by the school and the community
- effective use of artist-teacher or artist-community contact time through teachers' training and community component
- the school's progress toward a comprehensive education in the arts for all students

3. **The ABILITY of the applicant or organization to accomplish the project or program goals as presented.**

Grant review considerations used to address this criterion may include:

- the make-up of the school's planning team and the planning process
- how the school, students, staff and community will be prepared for and involved in the project
- how the project will be publicized, documented and evaluated
- the depth and breadth of the partnership between the artist and the educators
- project/budget feasibility and fiscal responsibility

Appeals Policy and Procedures:

Any applicant who can show cause that established grant review procedures were not followed, or can show that the policies of the program are not equitable to all applicants, may file an appeal in writing, within ten (10) days of notification of the Board's decision on that application. There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need. Contact SMAHC at 800-622-5284 or 507-537-1471 for a copy of the appeal process.

Grant Contract and Distribution of Funds:

Awarded grantees must sign and return a contractual agreement within 30 days of notification. Failure to provide any required documents within the prescribed time can result in the cancellation of a grant commitment. Eighty percent (80%) of the grant award will be sent to the grantee upon receipt of the signed contract and within thirty (30) days of the project start date. The remaining twenty percent (20%) of the grant award will be sent to the applicant upon receipt and approval of the Final Report.



IMPORTANT! SMAHC's financial assistance must be acknowledged on all publicity and promotional materials through the following credit line: **“This activity is funded, in part, by a grant from the SW MN Arts and Humanities Council through appropriations from the Minnesota State Legislature with money from the State's general fund, and its arts and cultural heritage fund that was created by vote of the people of Minnesota on November 4, 2008.”**



The Legacy logo, as shown here, must be incorporated, where practicable, into printed and other materials. The “Clean Water Land and Legacy Amendment Logo Usage Guidelines” and electronic versions of the approved logo are located at www.legacy.leg.mn/legacy-logo

The Final Report:

A final report form must be filed within 60 days of the project end date. The form is available on the SMAHC website: www.smahc.org. The report requires information on the number of persons involved, the actual costs, and an evaluation of the project. *Failure to submit a final report within 60 days of the end of the project without a prior request for an extension will result in a forfeit of the remaining 20% of grant funds and may result in the applicant being ineligible to apply for a SMAHC grant for a period of up to 3 years from the date the final report is filed.*

Grant Application Instructions:

- Access the ARTS IN THE SCHOOLS Grant application form on our website:
<http://www.smahc.org/.htm>

It is your responsibility to make sure your application is complete and does not include errors. Incomplete or inaccurate materials may result in your application being deemed ineligible or reduce your request. This program is a competitive process. You are encouraged to be articulate, precise and accurate in filling out your application.

The application must be postmarked or received by 4:30 p.m. on the application deadline. Late or incomplete applications will not be considered. *Applications submitted by electronic transmission will not be accepted. Please read the grant guidelines and application form carefully. Be sure to review the application checklist. Submit the signed original with necessary support materials. Keep a copy for your records.

***In Round I applications submitted by electronic transmission will not be accepted.** SMAHC is working on implementing an on-line grant application process. Check the SMAHC website or contact our office to determine when the on-line application process takes effect.



Application Assistance:

It is always best to contact SMAHC staff prior to submission of a grant application to determine grant eligibility. A staff member will review the application, as time permits, for eligibility and completed requirements. Staff review does not imply that a grant request will be funded. Project quality, content, budget, and accuracy of an application are solely the responsibility of the applicant. Free grant writing assistance workshops are scheduled for organizations interested in applying to the SMAHC Art Project grant program. To sponsor a workshop in your area, please contact the SMAHC office 507-537-1471, toll-free 800-622-5284 or e-mail smahcinfo@iw.net to make arrangements for a workshop.

8 Steps to Creating a Successful Residency

Reprinted from the Minnesota State Arts Board

While the following steps are not required in planning an SMAHC-supported residency, many schools have found these steps useful in planning a successful residency that meets the needs of their teachers, students and community members.

Step 1. Early Planning

- A.** Select a residency coordinator and a planning committee.
- Members of the committee may include administrators, teachers, parents, community members and possibly students.
 - Three or four months before the grant deadline, appoint a member of the planning committee as coordinator/primary contact person who will oversee assessment of arts needs, artist selection, outlining residency details and preparing the grant application.
 - Review material; ask questions of SMAHC; request technical assistance.
- B.** Examine your school's artistic goals and arts curriculum objectives.
- List at least 5 strengths and 5 weaknesses of your current arts program or curriculum.
 - List the general artistic goals of your school or organization.
 - List all the experiences with artists in your school/community in the last three years.
 - Based on the responses to the previous three items, list at least five things (not just with artists) you would like to see happen in your arts program over the next three years.
 - Finally, list at least five ways you would like to work with artists in your program over the next five years.

Step 2. Find your Artist

- A.** Determine appropriate residency activities; select an arts discipline, or a number of disciplines, and the types of artists you would like to work with.
- B.** Interview several artists and view their work to select artists who will partner well with your teachers and help you accomplish your goals.
- C.** References and background checks: Contact the artist's references. You may request alternative references in order to discuss the artist's strengths in regard to a particular age group or residency type. The Arts Board does not run background checks on artists listed in the *Roster of Artists*. Schools should follow Minnesota law and district hiring procedures regarding criminal background checks for all personnel working with youth.
- D.** Ask the artist you select to become part of the planning team to work with you on goals, objectives, evaluations, schedule, core group composition, teacher involvement, community events, publicity, and budget.

Step 3. Application Process

- A.** Matching Funds: Cash sources may include school budgets, parent groups, fundraising events, local service groups or businesses, other granting agencies, community education and others. Only cash items should be included in the grant application budget.
- B.** Confirm the SMAHC deadline date and mail or drop off your application well before the deadline. Application must postmarked no later than the deadline date. Late applications are ineligible. Take advantage of technical assistance from the SMAHC staff by submitting a draft application. A staff member will review the application, as time permits, for eligibility and completed requirements.

Step 4. If You are Approved for a Artist Residency Grant

- A.** When grant contracts arrive, have your authorizing official and project director read and sign all copies of the contracts. Return one copy of the contract to SMAHC as soon as possible. Payments are made within 30 days of the project start date after SMAHC receives signed documents. **Checks are sent directly to the authorizing official's office.**
- B.** When the grant award letter and contract packet arrive, contact the artist you selected to solidify your plans.
- C.** Reactivate the planning committee. Review goals and objectives. Fine-tune your plans. If major changes need to be made, contact the SMAHC office in writing in advance of the residency to seek approval.

Step 5. Get Ready for the Residency

- A.** Prepare a written contract with the artist. This allows you both to understand and confirm details, including exact residency dates, the overall plan and schedule, supplies and equipment needed, space, travel, lodging and meal

arrangements, and payment schedule. Let the artist know if an invoice is needed to trigger your payment process.

Arrange to pay the artist on the last day of a short residency and periodically during a longer residency.

- B.** Inform the entire faculty and/or staff of the residency and discuss how it will affect schedules. Arrange as soon as possible for any in-service or after school time teachers will spend with the artist.
- C.** Request that teachers provide curriculum materials and ideas several weeks before the residency to the artist if they wish these materials incorporated into the artist's plans, and vice versa. Inform the artist about the school/community climate: school policy and events, community background, themes or issues of interest or concern to students or staff, etc.
- D.** Locate space for the artist to use to relax, eat, change clothes or set up studio projects. Also discuss with the artist the type of space arrangements available for working with students so activity can be appropriately planned.
- E.** Order necessary supplies and equipment.
- F.** Plan publicity for students, school staff, parents and the public. Include the legacy logo and the following credit line on all material:
“This activity is funded, in part, by a grant from the Southwest Minnesota Arts and Humanities Council (SMAHC) with funds from the Minnesota arts and cultural heritage fund as appropriated by the Minnesota State Legislature with money from the vote of the people of Minnesota on November 4, 2008.”
- G.** Arrange for custodial help.
- H.** Arrange for as much release time as possible for the contact person during the residency to accommodate all the responsibilities of the role and to have the residency run smoothly. Also confirm that a teacher will be present for all artist activity with students.
- I.** Check the final report form to review what information you need to record and collect along the way during your residency.
- J.** **Request in writing any major changes to the original proposal**, including change of dates, artist, core group or community participation. The request should be made well in advance of the residency and must be approved by SMAHC prior to the residency.
- K.** Notify SMAHC *immediately* if the contact person changes, so that correspondence can continue uninterrupted.

Step 6. During the Residency

- A.** Please keep the SMAHC office informed of your residency project. Call anytime with questions or requests for assistance, especially if a situation arises during the course of a residency with an artist or staff that could affect work with students.
- B.** Introduce the artist to school and community people.
- C.** Keep communicating. Establish regular check-in times to evaluate as you go. Continual communication will help you anticipate any trouble spots as well as enjoy the progress of a residency.
- D.** Ask for help with difficult problems. Contact the SMAHC staff if you and the artist cannot solve something through discussion. Sometimes an outsider's perspective provides the needed insight.
- E.** Remember yourself. Know what you would like to get out of the residency. Enjoy this new partnership.
- F.** Notify the SMAHC staff of residency highlights or send a complete schedule of activity. Site visits are made when possible.

Step 7. Following the Residency

- A.** Remember to pay the artist on the last day of the residency (or whatever date has been agreed upon in advance). Give the artist her/his artists' residency report form, and request a copy of the completed artists' report for your files.
- B.** Evaluate your experience. Save some energy and time for this important task. Invite the artist to join staff for debriefing after the residency. A thorough evaluation is the best tool to improve your next project. It also allows you to bask in your accomplishments and gauge the impact on participants.
- C.** Tie up loose ends. Send thank you notes, fill out any school reports, and complete all things necessary to a satisfying culmination of the project.
- D.** Complete the school's final report soon after finishing the residency. The final report form is included as part of the contract package sent from SMAHC. It is a required part of the residency and due to the SMAHC office 60 days after the end of your residency project dates. Late reporting affects future grants to your school.
- E.** Make sure you get a copy of the artists' completed report for your files.
- F.** If you have good, clear photographs of residency activity, please send them to SMAHC. We are always looking to feature arts education projects in our newsletter and on our website.