

BPS Arts
EXPANSION FUND
at EdVestors

2010-2011 SCHOOL YEAR GRANT GUIDELINES AND APPLICATION

Background on the BPS Arts Expansion Fund:

The mission of the **BPS Arts Expansion Fund** (“the Fund”) is to empower BPS schools to embrace and expand arts instruction in schools. The Fund was created by Superintendent Carol R. Johnson and a group of local funders as part of the larger **BPS Arts Expansion Initiative** and is designed around its goals:

1. Expand direct arts instruction for students during the school day;
2. Build the capacity of the District to strengthen school-based arts instruction across all schools; and
3. Improve coordination of partnerships with arts and cultural groups and higher education institutions to support high quality arts programming in the schools, in collaboration with teachers, art specialists, and school leaders.

Launched in February 2009 with the release of the Arts Advantage report, the **Arts Expansion Initiative** is comprised of the **Arts Expansion Fund** and the **Arts Expansion Initiative planning process**. An update on the Initiative’s progress and a full description of the current work can be found at:

[http://www.edvestors.org/other-files/The Arts Advantage 2010 Progress Report.pdf](http://www.edvestors.org/other-files/The_Arts_Advantage_2010_Progress_Report.pdf).

The BPS Arts Expansion Fund is supported by collaborating donors including the Barr Foundation, the Boston Foundation, EdVestors, Hunt Alternatives Fund, the Klarman Family Foundation, and other foundations and individual donors. The Fund is administered by EdVestors on behalf of its donors. To date, the Fund has made a total of \$540,000 in grants to schools and arts partners that have expanded arts instruction to approximately 2,000 additional BPS students. Initially, the Fund will make annual grants over a period of three years. The 2010-2011 school year grants will be the second year of grantmaking. The Fund may extend beyond the initial three years, based on progress and continued donor support.

Grantmaking Guidelines and Criteria:

In keeping with the primary goals of the Arts Expansion Initiative, priority will be given to proposals from schools or nonprofit arts partners and schools together that:

- Expand arts instruction during the school day for elementary, middle and K-8 schools that are currently serving fewer than 100% of their students with once-weekly, year-long arts instruction.
- Develop and employ targeted strategies to meet the needs of high school students.
- Support district-wide efforts to support high quality arts instruction through professional development and other capacity building efforts.
- Extend or complement existing resources. Arts Expansion Fund grants are not intended to replace line items or staff positions in existing school or District budgets.

High priority will be given to proposals from schools that currently have low percentages of students receiving weekly, year-long arts instruction according to the 2009 School Arts Inventory data. Please see the list of schools that fit this criterion in this application packet, or view the data in the Arts Advantage progress report which can be found at the web link listed above. While projects serving students in these schools will receive priority, a limited number of grants may be awarded to schools with higher percentages of arts as well.

The following are examples of the types of projects the arts fund will consider:

- Schools increasing the number of students receiving arts instruction, or the frequency or duration of arts classes.

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- Partnerships between schools and nonprofit arts organizations that result in new or increased arts programming in one or more BPS schools.
- Teaching artists working directly in BPS schools to provide high quality arts experiences for students.
- Activities that improve the District's ability to offer high quality arts education for more students through multi-school or District-wide initiatives, including capacity-building at the District level (e.g., partnership coordination, professional development, citywide arts activities, etc.)

The Fund is interested in supporting a diverse range of arts in the BPS. The bullets below are not an exclusive list but highlight a few special interest areas based upon research conducted for the Arts Expansion Initiative:

- Arts instruction that is inclusive of students with special needs and English language learners.
- Culturally-relevant arts instruction that reflects and affirms students' cultures.
- Arts-curricular integration strategies, as well as direct, sequential arts instruction.
- Under-represented arts disciplines, including dance, theater, media and digital arts.

Grant Fund Usage Restrictions:

- Schools may not use grant funds to pay for teacher salaries but may use funds for teacher stipends.
- Ideally, grant funds should not be used to replace line items in existing school or district budgets. Funds are intended to extend or complement existing resources. However, the Fund may consider a limited number of exceptions to this restriction. Please see Question 2B on the Grant Application Form and provide a complete description for any exception requested.
- The Fund is not intended to support the following types of activities:
 - One-time field trip, performance, or other exposure activities in the arts.
 - Short-term workshops, residencies and other introductory activities that do not increase the number of students receiving once-weekly, year-long arts instruction.
 - Arts instruction that takes place primarily during out-of-school time, given the focus on in school instruction in the arts.
 - Equipment purchases or bus transportation as the primary focus of the grant request. Some modest equipment or transportation costs may be considered as part of a larger proposed project.
- Current grantees are eligible to reapply to the Arts Expansion Fund, though continued funding is not guaranteed. Current grantees should complete the entire application, including answering Question 4 on the Grant Application form.

Grant Length and Size:

All grants will be awarded for one year (School Year 2010-2011), though schools and organizations may re-apply for funding for the subsequent school year. Grants may range in size from \$5,000 to \$25,000 depending on the scope of the proposed project. The previous grant size has averaged \$17,000. Total grants funds available will range between \$550,000 and \$700,000.

Questions Regarding Guidelines:

We encourage all potential applicants to attend an information session on the Arts Expansion Fund application and process. There will be two sessions:

- **Wednesday, March 3, 2010, 4:00-6:00pm at the offices of ACCESS, 31 St. James Ave. Suite 520.** Please bring a picture ID with you. Directions can be found at: <http://www.accessedu.org/directions>.

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- **Tuesday, March 9, 2010, 4:00-6:00pm at the Roland Hayes School of Music Auditorium** located in the Madison Park Complex, 55 Malcolm X Blvd in Roxbury. Directions are available at <http://www.bostonpublicschools.org/node/3329>, on street parking can generally be found on Malcolm X Blvd.

RSVP indicating which session you will attend by emailing artsfund@edvestors.org.

Visit http://www.edvestors.org/other-files/2010_ArtsFund_Guidelines.pdf to access the guidelines and application forms online. Please direct any grant-related questions via email to artsfund@edvestors.org so that we can manage the volume of inquiries. Alternatively, you may call the EdVestors office at 617-585-5740.

Timeline:

February 16, 2010	Guidelines and application released at www.edvestors.org
March 3, 2010, 4:00-6:00pm	Information session, ACCESS, 31 St. James Ave. Suite 520.
March 9, 2010, 4:00-6:00pm	Information session, Roland Hayes School of Music Auditorium
March 30, 2010	Grant Applications due by <u>3:00pm</u> to artsfund@edvestors.org .
June 1, 2010	Grant Awards Announced
September 2010-June 2011	Grant Period

We look forward to working with you to expand arts education in the Boston Public Schools!

BPS Arts Expansion Fund at EdVestors
artsfund@edvestors.org
617-585-5740

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2010 – 2011 School Year Grants
SCHOOL PRIORITY FOR ARTS EXPANSION GRANTS

In keeping with the goals of the Arts Expansion Initiative, priority will be given to proposals from schools or nonprofit arts partners and schools together that (1) expand arts instruction during the school day for elementary, middle and K-8 schools that are currently serving fewer than 100% of their students with once-weekly, year-long arts instruction or (2) develop and employ targeted strategies to meet the needs of high school students.

High priority for 2010-2011 Arts Expansion grants will be given to proposals that increase arts instruction in schools where less than 50% of students are receiving once-weekly, year-long arts instruction (or for high schools, less than 50% of students receiving any arts instruction). As a reference tool, these schools are listed below based on the 2008-09 School Arts Inventory data. If your school is not listed because you did not complete the 2009 survey, or you have reason to believe that your school fits the criterion due to changes in arts instruction during the 2009-2010 school year, the creation of a merged school, etc. please contact us at artsfund@edvestors.org for a form to update your information. Please note the school arts data collection survey will be conducted annually, to measure progress and to inform the Fund's grantmaking.

Priority Schools for 2010-2011 Arts Expansion Grants:

<p><u>Elementary & K-8 Schools</u> Adams Bradley Clap Mattahunt O'Donnell Tynan Greenwood (Elihu) Farragut Jackson Mann K-8 School Quincy Marshall</p> <p><u>Middle Schools</u> Gavin Middle School Lewenberg Middle School* King Middle School* Irving Middle School Rogers Middle School</p> <p><i>An * next to a school's name indicates the school was closed and/or merged beginning with the 2009-10 school year in September 2009.</i></p>	<p><u>High Schools</u> Academy of Public Service Another Course to College Boston Adult Technology Academy Boston Day and Evening Academy Boston International High School Boston Latin Academy (7-12) Brighton High School Brook Farm Academy Burke High School Community Academy of Science and Health East Boston High School Engineering School English High School Excel High School Fenway High School Health Careers Academy Madison Park Technical Vocational High School Monument High School New Mission High School Noonan Business Academy* O'Bryant School of Math & Science (7-12) Odyssey High School Parkway Academy of Technology & Health Snowden International School at Copley Urban Science Academy</p>
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Schools with missing or incorrect data: Please contact us at artsfund@edvestors.org for a form to update your information if you are interested in applying for a grant.

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**2010 – 2011 School Year Grants
 GRANT APPLICATION FORM**

Thank you for applying for a BPS Arts Expansion Fund grant for the 2010-2011 school year. The mission of the BPS Arts Expansion Fund (“the Fund”) is to empower BPS schools to embrace and expand arts instruction in schools. The Fund was created by Superintendent Carol R. Johnson and a group of local funders as part of the larger BPS Arts Expansion Initiative. Please see the grant guidelines for additional information regarding this Fund and the grant making process.

All grant applications must be submitted by Tuesday, March 30, 2010 at 3 p.m. via email to artsfund@edvestors.org. Be sure to include all required attachments or your grant application will not be complete. *If you do not receive confirmation of receipt within 24 hours, please call 617-585-5740.*

SECTION1: COVER SHEET INFORMATION

Proposal Information

Grantee Type (please check one):	<input type="checkbox"/> New Applicant	<input type="checkbox"/> Returning Grantee
Total Grant Amount Requested:		
Name of Lead Applicant (School or Organization):		
Additional School Sites or Arts Partners:		

Lead Applicant Information

Lead Contact Name:	
Title:	
Street Address:	
City, State, Zip Code:	
Phone number:	
Fax number:	
E-mail:	

Schools: Please use the data from the 2008-09 BPS Arts Inventory, or current information from your school to answer the questions below. Submit data for each school included in the proposal.

School Name	Number of FTE Arts Instructors	% Students Receiving Any Arts Instruction	% Students Receiving Once Weekly Arts Instruction

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SECTION 2: PROPOSED PROJECT DESCRIPTION

If the proposed project will differ significantly at different school(s) or with different partner(s), please copy and paste Section 2 and complete for each version of the project.

Program Overview

Name of program:	
School and/or Arts Partner involved in this program:	
Total number of students served through this project at this school:	

Program Details

Art Discipline(s) Offered <ul style="list-style-type: none"> <input type="checkbox"/> Music-Choral <input type="checkbox"/> Music-Instrumental <input type="checkbox"/> Visual Arts <input type="checkbox"/> Dance <input type="checkbox"/> Theater <input type="checkbox"/> Media Arts <input type="checkbox"/> Other - Please describe: 	Population(s) Served <ul style="list-style-type: none"> <input type="checkbox"/> Elementary School students <input type="checkbox"/> Middle School students <input type="checkbox"/> High School students <input type="checkbox"/> Students with Special Needs <input type="checkbox"/> English Language Learners
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Program offering	Date instruction will begin	Grade level(s) served	# of students in each session	Length of time in each session	# of sessions per week	# of weeks session is offered
<i>Sample: Choral music class</i>	<i>Oct 1</i>	<i>3rd grade</i>	<i>20</i>	<i>1 hour</i>	<i>1x</i>	<i>30</i>

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SECTION 3: PROJECT AND PARTNER NARRATIVES
Please answer the following questions in no more than 4 typed pages

1. **Arts Project Description:** To Be Completed By School and Arts Partner Collaboratively (where applicable.) *If the proposed project will differ significantly at different school(s) or with different partner(s), please answer this question for each proposed project.*
 - 1a. Describe the proposed arts instruction that would be supported by the grant. Include detailed information on the program design such as curriculum and approach, instructors and their qualifications, and timeline for implementation.
 - 1b. If applicable, describe the ways in which the School and the Arts Partner plan to work together in developing, implementing and assessing the impact of the proposed program.
2. **School Current Work:** To Be Completed By School. *If more than one school partner is applying, please complete questions in Section 3 for each school.*
 - 2a. Describe your school's current arts offerings.
 - 2b. Describe any recent or anticipated changes in your school's arts offerings, noting any increases or decreases in school arts staffing levels, partnerships, etc.
 - 2c. Explain how the proposed project would positively impact your school.
 - 2d. Describe the students who would be served by the proposed project. Include details on the grade levels or specific groupings of students that would be served. Explain if the project will expand the number of children receiving once-weekly, year –long arts instruction or increase offerings to students currently being served in the school.
3. **Arts Partner Current Work: To Be Completed By Arts Partner** Arts Partners should answer the questions below. *If more than one arts partner is applying, please complete Section 3 for each partner.*
 - 3a. Provide a brief description of your organization's work.
 - 3b. List any other schools with whom you currently work. Please note whether this work occurs during the school day or during out-of-school time.
 - 3c. If you have not previously worked with one or more Boston Public Schools during the school day, describe any alterations you anticipate making to your programming to adapt to this new environment.
4. **For Returning Grantees:**
 - 4a. Describe any lessons learned, unanticipated benefits or challenges experienced through the project funded for school year 2009-10. If applicable, comment on the specific successes, challenges, and alterations to be made to the School/Arts Partner partnership.
 - 4b. Describe any expansion of program offerings and/or students served, if any, that would be possible with second year funding.

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SECTION 4: PROPOSED PROJECT BUDGET AND ATTACHMENTS

	Description	Cost
Project Expenses		
Instructor Time		
Other Staff Support (admin, etc.)		
Supplies and Materials		
Instruments		
Transportation		
Other Project Costs (describe)		
Other Project Costs (describe)		
Total Project Expenses		

Project Revenue		
School Contribution (if any)		
Arts Partner Contribution (if any)		
Other Contributions (if any)		
Subtotal Contributions		
Total Grant Request		

Cost Per Student (Total Project Cost divided by Number of Students)		
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Please attach an additional page if you wish to provide more detail regarding your budget. If you are working with more than one school and costs are different at each school, please explain.

Required Attachments:

- Copy of letter confirming tax-exempt 501(c)(3) status of the applicant organization or the fiscal agent. If you are using a fiscal agent, also include a letter from its president or executive director, confirming fiscal agency. Please note: If you are using the Boston Educational Development Foundation (BEDF) as your fiscal agent, you do not need to send supporting documentation.
- A copy of the 2009-2010 school year All School Fund Budget for each school partner included in the grant proposal. This is a routine request for EdVestors submissions and allows us to understand your request in the context of the school budget.
- A copy of the nonprofit Arts Partner's (if project includes partner) organizational budget for the current fiscal year and year-to-date financials.

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