WASHINGTON STATE ARTS COMMISSION
ARTS IN EDUCATION

FIRST STEP GRANT | FY21 RESOURCE

How to Apply

First Step grant applications are accepted through ArtsWA's online grant platform, ZoomGrants until 5:00pm on the deadline date. Please visit our website for the application link.

Returning Grantees:

If your organization has applied for any type of ArtsWA grant using ZoomGrants, use the login section at the top right of the screen. You must use your existing account email and password. Organizations should maintain only one account, and should *not* start a new account for this application.

Applicants New to ZoomGrants:

Use the "New ZoomGrants Account" box on the right side of the screen. We recommend that the person with primary responsibility for managing grant contracts should create the account and manage the online process. We encourage you to choose a password that you can share with colleagues.

Components of the Online Application

The online application form is organized into five tabs:

Tab 1: Application Summary

This section is like a cover sheet for the application: it includes the project name and basic applicant info. Some of the information will pre-populate from your account profile.

- *Project Title:* Keep it brief: one-to-five words.
- *Amount Requested*: Enter your grant request amount.
- *Applicant Information*: Enter or update your name, email, and phone number.
- *Organization Information*: Enter or update your organization's name and contact information. You will also need your organization's Employer Identification Number (EIN) and DUNS number.
  - The DUNS (Data Universal Numbering System) number is required for federal and state reporting requirements. Registering for the DUNS number is free.
- *Executive Director:* Enter information for the person who is authorized to sign contracts for your organization. This may be the Managing Director, Principal, or other Authorizing Official for the organization.

Please Note: Information on this page will be saved and used to pre-populate future applications, whether for this grant opportunity or any other grant opportunity with ArtsWA. Any changes to organizational information will track across all applications with ArtsWA.

Tab 2: Organizational Summary

You must complete all fields on this tab, even if the Grant Contact and/or Program Coordinator is the same individual listed under Applicant Information on the Summary tab.

- *Primary Grant Contact:* The person who should receive all official grant communications and contract materials.
- *Program Coordinator*: The person that will be the day-to-day manager of the proposed program.
- *Legislative and Congressional Districts:* Use your organization's physical address to determine these districts, and if you do not know your district numbers you can look them up here.

Tab 3: Proposal Narrative

This is the heart of your application where you will describe the details of your proposed program and demonstrate how you are addressing the First Step goals and intentions. Please be as concise and specific as possible. Note that each section of the narrative has a maximum character count; this count includes spaces and punctuation.

Background (*2,000 characters*): *Provide context for your proposal. Consider the following prompts:*
- What specific arts education need are you addressing and **why**?
- Who are your project partners and how did the partnership develop this project?
- Is this a new or continuing effort?
- Describe any unique or relevant characteristics of your students, teachers, and partners. If your project will serve a high percentage of students who are considered "underserved" (such as economically disadvantaged, geographically isolated, or differently abled), please describe the population and any relevant statistical and demographic information.
  - If you have received First Step funding in the past, please briefly address how your project has grown or changed since your initial proposal, noting any key achievements and/or challenges and revisions.

Project Overview *(2,000 characters):*
- What are your key goals and expected outcomes?
- How will you address the arts education needs you've identified?
- What are the expected outcomes; what will change as a result of your work?

Project Plan *(7,000 characters): Describe your specific plans to address the program goals.*
- How will your program be developed, implemented, and evaluated?
- How are you ensuring that arts lessons are aligned with state standards in the arts?
- How are you assessing student learning in the arts?
- How will the project partners work collaboratively?
- How will this program help your community increase its support for arts education in the future?
- As appropriate, include general timeline information or target implementation dates for key parts of your plan.

Equity and Access *(2,000 characters):*
- How are you addressing equity, access, inclusion and social justice in K-12 education?
- How do you currently address racial equity and social justice? How do you plan to address or incorporate these issues in the coming year?

Tab 4: Budget, Partners, and Project Scope
There are five tables to fill out on this tab: the first three are your budget, and the last two ask for more information about individuals, organizations, and schools that are part of this proposal.

Budget | Cash Expense: *refers to all goods and services that you must purchase in order to implement your project.*
- ***Expense Description***: describe the expense, using the categories provided. There is a 25-character limit for each expense line, so you will need to be succinct. Abbreviations are fine.
- ***Hours, Rates, Quantities***: add detail about hours, rates, quantities, or other clarifying info as appropriate.
- ***Anticipated Total Cash Expense***: total expected expense for this line item
- ***Amount to be covered by ArtsWA***: indicate the amount of this expense, if any, that you would like to be covered by ArtsWA funds. Be sure that the total of the ArtsWA column matches the amount of your grant request.
- Remember that the total for cash expense must equal the total for cash income.
- There are columns on the right that will be opened up later for funded grantees to enter revised and final budget information.

Budget | Cash Income: *refers to all grants, donations, and earned income that you expect to receive in support of your project, as well as any existing cash resources from the lead or partner organizations that will be applied toward this project.*

- ***First row - ArtsWA Grant Request***: enter the amount of your grant request here. Be sure that it is the same number you entered on the Summary Tab; and is the same as the total of the "ArtsWA Funds" column in the Cash Expenses table.
- ***All other rows***: Enter the rest of your anticipated income using the categories provided, including the source of the income (*25-character limit*), and the amount.
  - If the source of income is fully confirmed, click the checkbox under the "Confirmed" column. If some or all of this line item is anticipated but not confirmed, that's okay—just leave the checkbox blank.
  - As with the Cash Expenses table, there are place-holding columns here that you can ignore.
  - The total for cash income must equal the total for cash expenses.

Budget | In-Kind Support: *refers to donations of goods and services that will support your project. This may include goods such as art materials, facilities for trainings or meetings, and services such as staff time provided by project partners as well as volunteer hours.*

- ***Description of the donated goods or services:*** for example, Parent Volunteers or Photocopies.
- ***Source of support***: the name of the business, group, or person providing goods or services (25-character limit).
- ***Value***: provide your best estimate of the value of this contribution.

Please refer to the First Step Grant Budget Support document for a sample budget table.

> **Please Note:** It is not possible to modify the budget tables in the online application. You may have more types of expenses or categories of income than there are lines on the form. If this is the case, please consolidate line items as best as possible. If you would like to share a more detailed budget, you may upload a budget document in the format of your choice in the Additional Materials section of the application. The budget tables on Tab 4 must be completed.

Project Partners: This table asks for the names of the individuals and organizations that are participating in your proposed project. Include individuals who work for the lead organization if they will be playing a key role in the project.

Schools, Students, and Teachers: This table asks for additional details regarding the districts, schools, students, and teachers that will be served. The following details are required:

- School Districts and Schools your project will serve.
- The number of students you expect to receive 5 or more hours of direct arts instruction and participatory arts learning as a direct part of this project.
- Additional students who will receive 1-4 hours of instruction, or who are benefiting through attendance at an arts event, assembly, or exhibition. Do not double-count any students.
- The number of teachers for whom you plan to provide 3 or more hours of formal professional development as a part of this project. If you are not providing formal professional development, it is fine to leave this column blank.
- The percentage of students who are eligible for free or reduced-price meals at each school.

Tab 5: Upload Additional Materials

For all additional documents that you upload, PDFs are preferred, but documents in Word are acceptable.

1. **Resumes—*required*.** Submit résumés for at least **two** (or at most, three) key project personnel—lead teaching artists, arts education consultants, or program coordinators. Select those individuals who are central to the project's success and/or those who will be compensated with requested ArtsWA funds.
   - Please submit concise, summary résumés of one to two pages each. Résumés should address experience relevant to your project proposal. For example, a teaching artist's résumé should address experience as a teaching artist or other type of educator, as well as artistic experience.

2. **Letter(s) of commitment—*required*.** One letter of commitment from the applicant's primary organizational partner is required. A second letter of commitment is encouraged but optional.

   - If the lead partner is a non-profit arts organization: one letter of commitment must be from the partnering school principal or a district administrator. If submitting a second letter, a second K-12 leader could be a strong choice, or the second letter could also come from an additional community partner.

   - If the lead partner is a school or district: one letter of commitment must come from someone in a leadership role at the partnering arts organization. If submitting a second letter of commitment, a district superintendent would be a strong choice, or the second letter could also come from an additional community partner.

   > **Please Note:** In their letters, partners should confirm the specific nature of their role in the proposed project, and the resources (financial support, staff time, facilities, etc.) they intend to provide. Letters that indicate support for the *idea* of the project, without demonstrating an active role, will suggest a weaker partnership. Generally speaking, we are interested in seeing the level of commitment from the primary project partners.

3. **Project Budget—*optional*.** If you would like to show more detail or specificity in your budget plans than the online forms allow, you may upload a project budget in the format of your choice. (You must still complete the budget tables on Tab 4.)

4. **Work samples or other supplemental materials—*optional***. These optional items may give the review panel a deeper understanding of your work. These materials, if submitted, should demonstrate the quality of arts teaching and learning, or the quality of the planning process, or a documentation of outcomes. The panel will review a maximum of two items in this category. Please do not submit additional work samples or supplemental materials. For example, you may submit two work samples *or* two items of supplemental material *or* one of each.

   Work Samples:
   - You may upload video, audio, or digital images directly to your application. When you click on the "upload" button in the application, you will see a pop-up window that shows acceptable file types and sizes.
   - One work sample can be up to 10 digital images, or up to 4 minutes of video or audio.
   - If your work sample is accessible via the internet, you may submit a separate document that lists the website address and the specific URL to link directly to the work to be viewed.
   - We encourage groups working in the performing arts to submit video rather than still photos.

   Supplemental material that may add depth to your program proposal:
   - Lesson plans for the proposed project, or for similar work completed in the past.
   - Documented outcomes from previous work, such as student assessment results or program evaluation reports.
   - Documentation of the need you intend to address, such as results of a community survey or a district report.

Reviewing and Submitting your Application

At any time while you are developing this application, you may click on the "Print / Preview" button on the right-hand side of the screen to check your work. This will open a new window where you can see all of your information and responses in one place. There are options at the top of this window allowing you to email, save as PDF, or print this preview version.

- *We strongly encourage you to cross-check all aspects of your application with the instructions in ZoomGrants and with these guidelines to make sure you have completed all required elements.* The ZoomGrants system will catch certain errors before allowing you to submit, but it does not have the capacity to catch missing information on all tabs, including the tables on Tab 4.

When your application is complete: use the "Submit Now" button to finalize your application. Once you click this button, you will not be able to edit or add any information, though you will be able to access and view a "read-only" version of your application. You should receive an auto-generated email from ZoomGrants confirming the successful submission of your application.

ZoomGrants Technical Support

If you have technical questions about the system, you may contact the ZoomGrants support desk at Questions@ZoomGrants.com or 866-323-5404 x2. These contacts are for system questions only; please contact ArtsWA staff with any questions about application guidelines or content.

Contact ArtsWA

Tamar Krames, Arts in Education Program Manager
360-586-5351 or tamar.krames@arts.wa.gov.

Hannah Dahlke, Program Assistant,
360-586-0026 or hannah.dahlke@arts.wa.gov.