WASHINGTON STATE ARTS COMMISSION
ARTS IN EDUCATION

CREATIVE START SITE GRANTS | FY20-FY21 RESOURCE

How to Apply

Creative Start Site 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: https://www.arts.wa.gov/creative-start-site-grants/
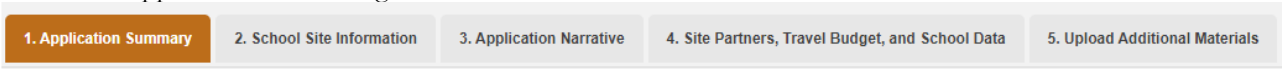
Returning Grantees:
If your organization has applied for any type of ArtsWA grant using ZoomGrants, use the login section at the top right of the screen. You must use your existing account email and password. Organizations should maintain only one account, and should *not* start a new account for this 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:

1. Application Summary	2. School Site Information	3. Application Narrative	4. Site Partners, Travel Budget, and School Data	5. Upload Additional Materials

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.

- ***Application Title:*** Provide a title for the application. This could be the name of your school or early learning center.
- ***School/Early Learning Center Name:*** Enter the name of your school or early learning center.
- ***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).
- ***School Director/Principal***: Enter information for the person who is authorized to sign contracts for your organization. This may be the School Director, Principal, District Leadership 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: School Site Information

You must complete all fields on this tab, even if the School Director/Principal and/or Project Coordinator is the same individual listed under Applicant Information on the Summary tab.

- ***Project Coordinator***: The person that will be the day-to-day manager of the school site project.
- ***School and Educational Service District:*** Use your school's physical address to determine these districts.
- ***Legislative and Congressional Districts:*** Use your school's physical address to determine these districts, and if you do not know your district numbers you can look them up here.
- ***What age students and/or grade levels do you serve?*** Briefly detail the student ages or grades served at your school or early learning center.
- ***Tribal Affiliation (if applicable):*** Enter any tribal affiliation your school/early learning center has. If no affiliation, enter "None".
- ***Does your school site/early learning center have a Dual Language Program?*** Select "Yes" or "No".
- ***Does your school site/early learning center receive Title I funding?*** Select "Yes" or "No".
- ***Does your school site/early learning center have an Early Childhood Education and Assistance Program (ECAP) or Head Start Program?*** Select "Yes" or "No".

Tab 3: Application Narrative

This is the heart of your application where you will describe the details of your learning community and interest in arts integration. Consider the question prompts and the Creative Start Site program goals and criteria as you respond. 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.

Describe your learning community (*2,000 characters*): *This program supports early learning communities that serve students in preschool through 3rd grade (ages three through about eight years). Help us 'see' your unique early learning community. Describe key community assets and cultural context. Consider the following prompts:*

- Where is your early learning community located?
- What would you like us to know about the school, land, educators, communities, and history?
- Who are some key community partners that support the work?

Student Learning Goals *(2,000 characters): Describe your collective efforts to close the opportunity gap for students in preschool through 3rd grade. Explain which age range/grade-band you hope to launch this work with and why. Share some details and real stories about your students' learning strengths and needs. Consider the following prompts:*

- What developmentally appropriate student learning goals have you identified as a school or grade-level focus?
- How does your community measure and celebrate progress? (Language, Literacy, Reading, Social Emotional Learning, Science, Math, Social Studies, 21st century skills).

Family Partnerships *(2,000 characters): Family and community traditions, languages and activities are the foundation for children's learning and development (Washington State Early Learning and Development Guidelines, 2012) Explain some ways that you invite and sustain partnerships with families at your school. Consider the following prompts:*

- What are some ways that your team partners with parents and families?
- How do you invite connections between classroom learning and family/cultural knowledge?
- How do families engage with decision-making, classroom support, and/or any other aspect of your school culture?

Why Arts Integration? *(3,000 characters): Provide context for your team's interest in arts integration. Describe who might lead and sustain this work in your community. Explain your current efforts to integrate various art forms into your curriculum and plans (Dance, Music, Visual, Theater, Media, Other). Consider the following prompts:*

- What are some ways teachers integrate the arts into classrooms at your school?
- What efforts have been made to invite artists, cultural teachers, arts organizations, and/or teaching artists into your early learning setting?
- How and why do you hope to increase these kinds of partnerships?

Why Culturally Responsive Teaching? *(2,000 characters): Explain how you currently identify and respond to opportunity and equity gaps in your early learning community. Describe any professional learning focus on culturally responsive teaching that your teachers and leadership have participated in. Consider the following prompts:*

- What barriers to learning most impact your students?
- How does your team engage with equity, inclusion, or culturally responsive professional learning?
- Where is there room for growth in this area and why is it important?

Team Collaboration *(2,000 characters): Describe how teachers collaborate and lead at your school. Explain challenges you face as you imagine getting an arts integration team together to lead this work. Consider the following prompts:*

- What role will school leadership play in this effort?
- Who has the capacity to serve on this site team?
- What options does your team have for supporting planning time, substitute coverage and sending key members to training? What support would you need?

Creative Start Workshop: *Indicate if the primary members of your site team are able to attend a 2-day professional learning workshop in the Yakima region in Spring 2021. [Tentative: pending COVID-19 health and safety protocols]*

Conflict of Interest and Transparency: *Let us know if individuals involved with your organization have an affiliation with the Washington State Arts Commission (ArtsWA). Individuals that are ArtsWA staff, commissioners, consultants, contractors, current grant panelists, or the immediate family members, etc. This is for transparency; the panel will review your application without bias. [Full Conflict of Interest policy]. If none, list "None".*

Tab 4: Site Partners, Travel Budget, and School Data

Site Partners: This table asks for the names, roles, and contact information of the primary site team members that are collaborating to develop and implement your project.

The following partners are required:

- (1) school principal or early learning director
- (1) Lead educator/teacher
- (1) Family/community member

The following partners are *optional*:

- (1) Local teaching artist
- Other local partners

Travel Expenses: This tables asks for itemized descriptions of the expenses associated with your site team's travel to a two-day professional learning workshop in Yakima, Spring 2021. Use this table to describe the anticipated costs you would like your ArtsWA grant to cover. Please note, site teams are eligible to receive up to $2,000 in reimbursement to attend any FY21 Creative Start convening.

School and Student Data: This table asks for additional details regarding the school, students, and teachers that make up your learning community. The following details are required:

- The total number of students your school site/early learning center serves.
- The number of students who qualify for Head Start/Early Childhood Education and Assistance Program (ECEAP).
- The total number of students with an Individualized Educational Plan (IEP) or 504 plan.
- The total number of students who qualify for English Language Leaner (ELL) programs.
- The number of hours of arts instruction students receive per/week.

Tab 5: Upload Additional Materials

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

1. **Letter(s) of commitment—*required*.** Submit letters of commitment for each of the primary school site team members—(1) School principal or early learning director, (1) Lead educator/teacher, (1) Family/community member.
   - Letters should communicate each individual's experience and interest in this project and partnership. Consider the following prompts: What is your engagement in this work? Why arts integration? How are you engaged in this particular partnership?

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

3. **Work Samples— *optional*.** These optional items may give the review panel a deeper understanding of your learning community. Any relevant goals or strategic plans your learning community and/or site team has can be uploaded here. 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.

4. **Media Information Form—*optional*.** By submitting media (video or photographs) with your application, you are granting permission for them to be used in ArtsWA publications. Complete the form (linked in Zoom) to indicate you have the necessary permissions to share the media and have provided ArtsWA with details for captioning.

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. Applications must be completed in full and **submitted in Zoom Grants by April 3, 2020**.

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.

Contact ArtsWA
Alexis Sarah, Creative Start Project Manager, 360-228-6359 or alexis.sarah@arts.wa.gov
Audrey Molloy, Program Assistant, 360-902-3422 or audrey.molloy@arts.wa.gov

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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.