



How to Apply

Creative Start Regional 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-regional-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:



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:** Provide a title for the application. This could be the name of your project or region.
- **Organization Name:** Enter the name of your organization, ESD, school district, or tribal government.
- **Applicant Information:** Enter or update your name, email, and phone number.
- **Organization Information:** Enter or update your organization's name and contact information. The organization listed here should be the lead partner. You will also need your organization's Employer Identification Number (EIN).
- **Executive Director/Regional Lead:** Enter information for the person who is authorized to sign contracts for your organization. This may be the Regional Lead, District Leadership, or another 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: Lead Partner Information

You must complete all fields on this tab, even if the 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 organization's physical address to determine these districts.
- **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](#).
- **Tribal Affiliation (if applicable):** Enter any tribal affiliation your region/ESD/School district has. If no affiliation, enter "None".
- **Are there Dual Language Programs in your region(s) early learning communities?** Describe any language(s) spoken and the number of programs. If not applicable, enter "None".
- **Are there Early Childhood Education and Assistance Programs (ECEAP) or Head Start Programs in your region's early learning communities?** Briefly describe and enter the number of programs. If not applicable, enter "None".
- **Is your proposal a Regional or Multi-Regional Creative Start effort?** Indicate what type of project you are applying for based on your distribution of services.

Tab 3: Application Narrative

This is the heart of your application where you will describe the details of your region’s learning communities and interest in arts integration. Consider the question prompts and the Creative Start Regional 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.

Brief Introduction (600 characters): *This program aims to close the opportunity gap through regional support for innovation in early learning communities that serve students in preschool through 3rd grade (ages three through about eight years). Briefly outline the primary purpose of your regional Creative Start proposal. Consider the following prompts:*

- Why arts integration in early learning?
- Why in your community(ies)/region(s)?
- Why now?

Regional Strengths and Needs (2,00 characters): *Describe efforts to close the opportunity gap for young learners in your region(s). Include any major successes and challenges in developing local early learning resources, expertise, or policies. How will arts integration fit into what is already at play in your region? Consider the following prompts:*

- How would you describe early learning educator and student access to the arts and culturally responsive teaching practices in your region(s)?

Project Leadership and Partnerships (1,500 characters): *Explain who will be leading the implementation of this project and some potential partnerships you hope to develop through this work. Share any plans to invite multiple stakeholders (including early learning educators and families) into the design, implementation, and refinement of this effort. Note: be sure that supporting letters of commitment are aligned with partnerships described here. Consider the following prompts:*

- What regional partnerships have the potential for supporting arts integration?
- How will you develop a project planning team that reflects the diversity of the communities and schools/students/teachers you hope to serve?

Expected Outcomes (1,500 characters): *Describe key outcomes that you expect to see for both educator practice and student learning. Explain some specific measures of progress that include development in the arts and other areas that you have identified as a regional focus. Describe any methods you will use or develop to collect relevant data. Consider the following prompts:*

- What changes do you expect to track and celebrate as a result of project efforts?
- How will you measure and evaluate your programs and progress?

Overall Plan and Project Design (5,000 characters): *Describe your timeline, professional learning opportunities, and any partnerships that you will utilize to reach your expected outcomes. Be sure to include relevant research and rationale that informs your interest in arts integration and culturally responsive teaching practices. Include explanation of key program expenses for which you are requesting ArtsWA funds. Consider the following prompts:*

- What approaches and services will you use to work towards intended outcomes for teacher and student growth?
- What programming can you implement right away and what are your efforts to increase regional capacity to support this work?

Equity and Access (2,000 characters): *Explain how your project addresses equity, access, inclusion, and social justice in early learning education. Discuss current practices, local supports or barriers to equity work. Consider the following prompts:*

- What are your specific plans to improve or expand your work in this area as part of this project proposal?

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: Budget and Partners

Project Expenses: This table asks for all expenses related to your project, not just the portion of the project for which you are requesting ArtsWA funding. A strong budget will demonstrate realistic and appropriate planning for expenses, will be mathematically accurate, and should relate clearly to the narrative proposal. Expenses identified in the narrative should be listed in the budget, and vice versa.

“**Project Expenses**” refers to all goods and services that you must purchase in order to implement your project. In the first column of the project expense table, describe the expense under the section header that your expense is aligned with. In the second column, detail any relevant information about hours, rates, and quantities as appropriate. In the third column, indicate the total anticipated cost of that expense, and in the fourth column, the amount of that expense—if any—that you would like an ArtsWA grant to cover. It is important to be clear about the expenses that would be supported by requested funding from ArtsWA; only expenses designated as being part of the ArtsWA grant request will be eligible for reimbursement.

Please note: the total amount requested from ArtsWA should equal the amount of your grant request.

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

The following partners are required:

- **(1) lead partner:** *Clearly identify one lead partner (Educational Service District, School District, Tribal Government).*
- **A minimum of (2) additional partners** committed to your arts integration plan.

Examples of additional partners include, but are not limited to:

- Early Learning Leadership: *local/ regional early learning leadership such as early learning ESD leads and Early learning fellows.*
- Early Learning Educators: *local/ regional educator that is inspired to implement culturally responsive arts integration practices at their early learning site.*
- Arts in Education leadership: *local/ regional arts in education leadership such as district arts program directors and arts organization education managers.*
- Teaching Artists
- Arts Organizations
- Regional/local library system
- Family/Community member
- Higher education partners: *Arts, education, and/ or early learning programs.*

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 project partners.
 - 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 Regional or Multi-Regional Creative Start project budget 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 region(s) learning community(ies). Any relevant goals or strategic plans your region, learning communities, and project 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 5pm, September 18, 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

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.