

# ArtsWA FY22 Creative Start Grant Guidelines

[CLICK HERE TO APPLY](#)

## About this Grant

ArtsWA's Creative Start grant program seeks to close the opportunity gap for early learners, preschool to 3<sup>rd</sup> grade. The program is designed to expand arts integration teaching methods in early learning classrooms across Washington State. This one-year grant supports professional learning opportunities for early learning educators, and collaborative practices between schools, arts organizations, teaching artists, and families. These grant funds support projects that increase creative, academic, and social emotional growth for early learners and innovative professional growth for early learning educators.

## The Fiscal Year (FY)22 Creative Start grant supports:

- Single-site (one location) early learning projects
- Regional (Multi-site) early learning projects
- New arts integration projects
- Continuing arts integration projects

## Funding Amounts

- Single Site: \$5,000 - \$10,000
- Regional (multi-site): \$10,000 - \$25,000
- No matching funds required

## Important Dates

- Application Opens: March 4, 2021
- Applications Deadline: April 8, 2021 5pm
- Notification by: May 28, 2021
- Funds Distributed: July 1, 2021 – June 30, 2022
- Final Report Due: July 31, 2022

## Who is Eligible to Apply?

### Any Washington State:

- Public school, school district, or Educational Service District (ESD) serving early learning students, preschool through 3<sup>rd</sup> grade
- Tribal school or government serving early learning students, preschool through 3<sup>rd</sup> grade
- Early Learning Center or organization with 501(c)(3) status

## Who is Not Eligible to Apply?

- Organizations seeking to fund projects and/or programs that promote religious content or observance
- Individuals
- Arts organizations
- For-profit organizations
- Political or advocacy organizations
- Organizations based outside of Washington State

## How does ArtsWA Select Recipients?

### Screening for Eligibility

Applications submitted by the deadline (April 8, 2021 – 5:00pm), are reviewed by ArtsWA staff for completion and eligibility. Complete and eligible applications are sent to a scoring panel for evaluation.

### Evaluation and Scoring Panel

A panel of arts education professionals, ArtsWA commissioners, and staff evaluate eligible applications. Panelists use scoring criteria to give a numerical score to each application. An application's final score is the combined average of all panelists' scores.

## What are the Criteria Used to Score Applications?

Panelists will assign each application a score between 0-40 using the criteria and point system below. 40 points is the highest possible score possible for this grant.

1. **Project Design** (20 points possible) The proposal describes:
  - a. **Arts Integration Project Focus:** clear project vision and goals, leadership team, expected project participants, educator training plan, classroom implementation outline, and project timeline.
  - b. **Student Learning Outcomes:** key outcomes and methods to measure student learning.
  - c. **Professional Learning Outcomes:** key outcomes and frameworks that will support educator learning.
  - d. **Project Management:** adequate staff capacity and appropriate resources to implement the proposed project.
2. **Learning Communities** (10 points possible) The proposal describes:
  - a. **Youth and Family Engagement:** methods to integrate and engage students and family expertise, interests, and learning needs.
  - b. **Educator Leadership:** plans to include and support educator leadership in project design and implementation.
3. **Access** (10 points possible) The proposal describes:
  - a. **Student Access:** actions that increase access to project learning opportunities for early learning students.
  - b. **Equity:** efforts to ensure that early learning educator and student instruction is relevant to the communities served.

### Notification of Award

Notifications are sent to applicants as soon as possible after board approval.

## How to Apply:

### Online Application

Applications must be submitted through the online grant platform, ZoomGrants. ArtsWA will accept applications in ZoomGrants starting March 4<sup>th</sup> through **April 8<sup>th</sup> at 5:00 pm**. The grant

application in ZoomGrants includes organization information, responses to project narrative questions, and two document uploads.

#### What Documents are Required to Apply?

- **Two Letters of Commitment: Upload in ZoomGrants (Word and/or PDF):** Two letters that demonstrate commitment to the project, one from school or district leadership and one from an early learning educator directly involved with the proposed project.

#### What is Required to Receive Funds from the State?

Updated SWV and DUNS numbers are required for state payment process.

- **Complete or update online form:** Organizations (or Fiscal Sponsors) must have an [SWV \(Statewide Vendor\) number](#) to receive grant funds from the state. An SWV number is not required to apply but must be registered and up to date before funds are dispersed. An SWV number can take up to three weeks to be assigned. If your organization has received payment from the State in the past it is likely you already have an SWV number. You can check on the status of your SWV number by using the [vendor number lookup](#).
- **Complete or update online form:** Organizations (or Fiscal Sponsors) must have a [DUNS number](#) to receive grant funds from the state. A DUNS number is not required to apply but must be registered and up to date before funds are dispersed. A DUNS number can take up to two businessdays to receive. You can look up or register for a DUNS number by visiting the [Dun & Bradstreet website](#).

### [CLICK HERE TO APPLY](#)

#### Application Resources:

For more application resources in support of a successful application, please refer to the following:

- [FY 22 Creative Start Grant Full Application PDF](#) (for drafting purposes)
- [FY22 Creative Start Grant Budget Support](#)
- [ArtsWA ZoomGrants FAQs](#)

#### Grant Policies:

- **This is a reimbursement grant.** It provides funding to grant recipients after expenses have been incurred.
- **Payments** will be made after the approved project elements have been delivered, and after appropriate expense documentation and invoice forms have been submitted. Grantees will need to track expenses and keep clear records.
- **Final Reports.** Grant recipients are obligated to submit a final report at the end of the contract period.
- **Documentation.** We encourage grantees to document their workshops and trainings with either digital photos, video, or both and to share this documentation as part of their final report. This helps ArtsWA demonstrate the value of our investments, and helps recipients demonstrate this to local leaders.
- Applicants may not apply for multiple grants through Arts in Education and Creative Start programs per fiscal year.

## Use of ArtsWA Funds

### Examples of What We Do Fund:

- Fees for professional learning opportunities for early learning educators in arts integration and/or culturally responsive teaching.
- Fees for developing a local and/or regional arts integration resource toolkit.
- Fees for educators to attend in-state or online professional learning opportunities.
- Fees that increase access to professional learning including fees for substitutes, transportation, lodging, and registration fees.
- Fees for consultants focused on arts integration and/or planning for equity and access.
- Fees for project staffing (ie; project coordinator) up to 50 percent of requested funding.
- Fees for planning, curriculum development, and (print or digital) resource development.
- Travel expenses for visiting arts in education, arts integration, and/or early learning professionals from in or outside of the state.
- Funding for team-building opportunities and coordinated planning sessions for classroom teachers, arts specialists, and teaching artists.
- Fees for teachers, arts specialists, and teaching artists (a *minimum* of **\$30 per hour**).
- Administrative expenses, including printing costs for lesson plans or other documents, and other administrative costs related to project planning, implementation, and delivery.
- Fees for increasing access to programming such as closed captioning, translation services, interpreters, differentiated materials, or consultant support on these efforts.
- Materials, supplies, technology, and software that is clearly aligned with expected project outcomes and implementation.

### We Cannot Fund:

- Arts programming that charges tuition or material fees to students and families.
- Food and beverages.
- Purchase of permanent equipment, supplies, or materials that are not clearly aligned with expected project outcomes and implementation. (furniture, computers/tablets, kilns, software, musical instruments).
- Capital expenses – (equipment, materials, or supplies) that exceed \$5,000.
- Building construction, renovation, or other permanent capital projects.
- Regular salaries for employees of schools, districts, or Educational Service Districts (ESDs).
- Fees for project staffing exceeding 50 percent of requested funding.
- Arts activities or programs that serve only select students within a class or grade level.
- Programs for which selected students are pulled out of regular classes, or programs for which students self-select.
- Stand-alone activities, field trips, or assemblies.
- Travel out of the state of Washington, or fees to out-of-state contractors. Exceptions may be allowable with prior approval from the Creative Start Project Manager.
- Events that do not provide professional learning opportunities to educators, families, teaching artists, and early learning leadership.
- Professional learning opportunities for educators serving grades 4th through 12th grade.
- Extra-curricular arts integration education programs that occur outside of regular school hours.

## Additional Information

### Contact Us

Alexis Sarah, Arts in Early Learning Project Manager, at 360-228-6359 or

[alexis.sarah@arts.wa.gov](mailto:alexis.sarah@arts.wa.gov)

Audrey Molloy, Program Assistant, at 360-902-3422 or [audrey.molloy@arts.wa.gov](mailto:audrey.molloy@arts.wa.gov)

### About ArtsWA

ArtsWA is the [Washington State Arts Commission](#). The Washington State Legislature and the National Endowment for the Arts fund our programs. Grants are contingent on available state and federal funding. ArtsWA complies with all local, state and federal laws and regulations concerning civil and human rights. For more information regarding Washington State Arts Commission's policies on Accessibility, Diversity, and Nondiscrimination, [click here](#).

### Transparency

Let us know if individuals involved with your organization also have an affiliation with ArtsWA.

This includes ArtsWA staff, commissioners, consultants, contractors, current grant panelists, etc., or immediate family members of any of the former, who are affiliated with your organization. This is for transparency only; the panel will review your application without bias. [Read our full Conflict of Interest policy](#).

### Appeals

Unsuccessful applicants may appeal in accordance with Washington Administrative Code (WAC) 30.12.036, found here: <http://app.leg.wa.gov/WAC/default.aspx?cite=30-12-036>.