

# Creative Start Grant Worksheet PDF

ArtsWA FY23 (July 1, 2022-June 30, 2023)

ArtsWA Creative Start grant applications are accepted through ArtsWA's online grants platform, **Submittable**. This PDF Worksheet is for drafting purposes only. You may choose to convert this PDF into a Word document or request this document in Word format by emailing the AIE team. Allow sufficient time to develop your application content outside of Submittable, and then transfer your materials to the online system. Access the Submittable application [here](#).

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## Description

ArtsWA's Creative Start Grant program seeks to support the creative, academic, and social emotional growth of Washington State's early learners through **arts integration**\*. This one-year grant is designed to expand professional learning opportunities for early learning educators in arts integration teaching methods. Creative Start Grant funds support collaborative projects between educators, schools, early learning centers, and families that increase innovative and relevant opportunities for teaching and learning through the arts in preschool to 3rd grade classrooms across the state.

*\*Arts integration is an approach to teaching and learning that connects an arts discipline with non-arts curriculum in a way that meets standards and objectives for both.*

## Funding Amounts:

- Single-Site: \$5,000 - \$10,000
- Multi-Site: \$10,000 - \$25,000
- No matching funds required

## Important Dates

- Application Opens: March 10, 2022
- Applications Deadline: April 14, 2022, at 5pm
- Notification by June 8, 2022
- Funds Distributed: July 1, 2022 – June 30, 2023
- Final Invoice Due: June 30, 2023
- Final Report Due: July 31, 2023

## Who is Eligible to Apply?

- 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 with 501(c)(3) status

## Who is Not Eligible to Apply?

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

## Can Organizations Apply for Multiple ArtsWA Grants?

- **Allowable:** Applicants to the Creative Start grant program can apply for and receive other ArtsWA grants if those funds are used to support different expenses and services from those outlined in their Creative Start application. This includes:
  - [Arts for All \(A4A\) Recovery Grant](#) – Application open January 15 - February 24, 2022
- **Not Allowable:** Applicants may not apply for both the Arts in Education Partnership Grant and Creative Start Grant programs in the same fiscal year.

## How Does ArtsWA Select Creative Start Grant Recipients?

### Screening for Eligibility

Creative Start Grant applications submitted by the deadline are reviewed by ArtsWA staff for completion and eligibility. Complete and eligible applications are sent to a grant scoring panel for evaluation.

### Evaluation and Grant Scoring Panel

A panel of arts education professionals, ArtsWA Commissioners, and ArtsWA staff evaluate eligible Creative Start Grant 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. Applicants are awarded grant funds using the ranking score order until available funds are exhausted.

## What are the Criteria Used to Score Applications?

Panelists will assign each Creative Start Grant application a score between 0-60 using the criteria and point system below. 60 points is the highest possible score for this grant application.

1. **Project Design:** (20 points possible) The proposal describes:
  - a. Arts Integration: focused student learning goals in an arts discipline and non-arts curriculum informed by relevant learning frameworks or standards
  - b. Project Management: project budget, timeline, a feasible staffing plan, and administrative support for project implementation
2. **Support for Educators and Artists:** (20 points possible) The proposal describes:
  - a. Professional Learning: learning opportunities for participating early learning educators that support project goals
  - b. Educators and Artists: financial support, appropriate planning time, and relevant growth opportunities for contributing educators and artists
3. **Community Access** (20 points possible) The proposal describes:
  - a. Planning for Access: focused actions that aim or seek to increase access to arts integrated learning for a diversity of students, educators, and families
  - b. Community and Family Connections: efforts to increase project connections to the lives of participating students and families

### Notification of Grant Awards

Notifications are sent to Creative Start Grant applicants as soon as possible after the ArtsWA Board of Commissioners meet and approve final panel scores. Notifications will be sent via email no later than June 8, 2022.

## What is Required to Apply?

### All Creative Start Grant Applicants:

- **Letters of Commitment:** Organizations applying to the Creative Start Grant must submit (2) letters of commitment as part of their application. Letters should come from individuals directly involved in the proposed project, including:
  - Leadership from the school or district
  - An early learning educator
- **SWV Number:** Organizations 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 given. An SWV number can take up to three weeks to be assigned. If your organization has received payment from Washington 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](#).
- **DUNS Number:** Organizations 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 given. A DUNS number can take up to two business days to receive. You can look up or register for a DUNS number by visiting the [Dun & Bradstreet website](#).
- **UEI (SAM):** Organizations must have a Unique Entity ID (UEI) to receive grant funds from the state. The UEI is a 12-digit alphanumeric identifier that will replace the use of DUNS numbers after April 4, 2022. If you have a current registration at SAM.gov, you have already been assigned a UEI. To view your UEI in [SAM.gov](#), log in to your registration and follow the steps outlined in [this guide](#). If you do not have a SAM.gov account registration, complete the steps outlined in the *Guide to Getting a Unique Entity ID* linked [here](#).

## How to Apply:

### Online Application

Creative Start Grant applications must be submitted through the online grant platform, ArtsWA will accept applications in Submittable starting March 10<sup>th</sup> through **April 14<sup>th</sup> at 5:00 pm**.

[CLICK HERE TO APPLY](#)

### Application Resources:

- [FY23 Creative Start Grant Guidelines](#)
- [Submittable FAQs](#)

## FY23 Creative Start Grant Application

### Applicant Organization Name:

*Enter the applicant organization's legal name. This should be the organization (School, School District, ESD, Early Learning Center, or Tribal Agency) who will contract with ArtsWA and who is obligated to complete a final report at the end of the grant period.*

**Creative Start Grant Project Title:**

*Enter the title of your Creative Start project.*

**Creative Start Project Type:**

- Single-Site (one early learning center or one school building) \*
- Multi-Site (two or more early learning centers or schools) \*

*Select the option that best describes the number of sites your Creative Start grant project will support.*

\* Branching question if your answer to Question #9 is "Single-Site":

**Grant Amount Requested:**

*Enter the amount of your grant request. Single-site applicants can request \$5,000 to \$10,000.*

\* Branching question if your answer to Question #9 is "Multi-Site":

**Grant Amount Requested:**

*Enter the amount of your grant request. Multi-site applicants can request \$10,000 to \$25,000*

## Applicant Information

**1. Applicant Organization Address:**

Address:

Address Line 2 (optional):

City

State, Province, or Region

Zip or Postal Code

**2. Applicant Organization County:**

**3. EIN (Employer Identification Number):**

Limit: 10 characters

Enter your organization's nine-digit Federal Employer Identification Number (EIN) in the following format: (xx-xxxxxxx). If you do not have an EIN number, register for one [here](#).

**4. DUNS Number:**

Limit: 9 characters

Enter your organization's nine-digit DUNS number in the following format (xxxxxxxxx). Look-up or register for a DUNS number [here](#).

**5. Statewide Vendor Number (SWV):**

Limit: 10 characters

Enter your organization's SWV number in the following format (xxxxxx-xx). Organizations (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.

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](#).

**6. Is your organization registered at SAM.gov?**

- Yes \*
- No \*
- I'm not sure \*

\* Branching question if your answer to Question #6 is "Yes":

**If you have an active or inactive registration in SAM.gov, you've recently been assigned a Unique Entity ID (SAM).**

The UEI is a 12-digit alphanumeric identifier that will replace the use of DUNS numbers after April 2, 2022. To view your UEI registration record in SAM.gov, log in to your registration and follow the steps outlined in [this guide](#).

**Note:** UEI registration is always FREE; do not pay for any registration services that appear to be associated with UEI (SAM.gov).

\* Branching question if your answer to Question #6 is "No" or "I'm not sure":

**If you are not currently registered at SAM.gov, it's time to register for a Unique Entity ID (SAM).**

The UEI is a 12-digit alphanumeric identifier that will replace the use of DUNS numbers after April 2, 2022. To register for a UEI (SAM), you will first need to set up a SAM.gov account for your organization. Create an account or look up an existing account [here](#). To complete the UEI (SAM) record registration follow the steps outlined in the *Guide to Getting a Unique Entity ID* linked [here](#).

**Note:** UEI registration is always FREE; do not pay for any registration services that appear to be associated with UEI (SAM.gov).

**7. Unique Entity ID (SAM):**

Limit: 12 characters

Enter your organization's 12-digit alphanumeric UEI (SAM) number in the following format: (xxxxxxxxxxxx).

**8. Applicant Organization Type: What type of organization is applying for this grant?**

- Early Learning Center with 501(c)(3) status
- Public School or School District
- Tribal School or Government
- Educational Service District

**9. Geographic Classification: Which of the following best describes your organization's geographic setting?**

- Rural (Population of 2,500 or less)
- Urban Cluster (Population of 2,500-50,000)
- Urbanized Area (Population of 50,000+)
- Other \*

These geographic classifications are based on broad definitions established by the United States Census Bureau. If these definitions do not align with your community or organizational setting, please select "Other".

\* Branching question if your answer to Question #9 is "Other":

**How would you describe your organization's geographic setting?**

Limit: 50 words

If you selected "Other" on the previous question, briefly describe your geographic setting.

## Applicant Contacts

**10. Primary Grant Contact:**

First Name

Last Name

Enter the First and Last name of the Primary Grant Contact. This is the person who should receive all official grant communications and contract materials.

**11. Primary Grant Contact - Email Address:**

*Enter the email address for the Primary Grant Contact. This will be the email address where all official grant communications will be sent.*

**12. Primary Grant Contact - Phone Number:**

*Enter the phone number for the Primary Grant Contact in the following format: (xxx-xxx-xxxx).*

**13. Project Coordinator:**

First Name

Last Name

*Enter the First and Last name of the Project Coordinator. This is the person who is the day-to-day manager of the proposed project(s) in this application.*

**14. Project Coordinator - Email Address:**

*Enter the email address for the Primary Grant Contact. This will be the email address where all official grant communications and supporting project materials will be sent.*

**15. Project Coordinator - Phone Number:**

*Enter the phone number for the Project Coordinator in the following format: (xxx-xxx-xxxx).*

**16. Director or Authorizing Official:**

First Name

Last Name

*Enter the First and Last name of your organization's Director or Authorizing Official. This is the person in your organization or school district with authority to sign contracts. If this person is the same as either the Primary Grant Contact or Project Coordinator, enter "N/A".*

**17. Director or Authorizing Official - Email Address:**

Enter the email address for the Director or Authorizing Official. This will be the email address where official grant contracts will be sent. If this person is the same as either the Primary Grant Contact or Project Coordinator, please re-enter the appropriate email address.

**18. Conflict of Interest and Transparency: Are there any individuals involved with the implementation or oversight of your project proposal that have an affiliation with ArtsWA?**

- Yes \*
- No

Conflicts of interest may include but are not limited to project managers, leadership, board members, artistic collaborators, ArtsWA staff, ArtsWA commissioners, and contractors. Conflicts of Interest do not prevent applications from being considered for funding.

\* Branching Question if your answer to Question #18 is "Yes":

**List the names of the individual(s) involved with your project proposal who have a conflict of interest with ArtsWA:**

## Project Information

**19. Project Timeline: When will your project take place? Enter the anticipated start and end dates of your project in this grant's performance period (July 1, 2022- June 30, 2023).**

**20. Learning Communities: Who will engage in learning opportunities through your arts integration project?**

- Students in PreK (ages 3-5)
- Students in Kindergarten
- Students in Grade 1
- Students in Grade 2
- Students in Grade 3
- Families with PreK-Grade 3 Students
- PreK-Grade 3 Classroom Teachers
- PreK-Grade 3 Administrators
- Teaching Artists
- Other \*

Select all that apply.



\* Branching Question if your answer to Question #20 is "Other":

**Please describe additional communities who will engage with programming and/or curriculum offered through this project.**

Limit: 50 words

**21. Arts Learning Focus: What arts discipline(s) are the main focus of your arts integration project?**

- Visual Arts
- Music
- Dance
- Theatre
- Media Arts
- Literary Arts
- Folk and/or Traditional Arts
- Interdisciplinary Arts \*
- Other \*

*Select all that apply.*

\* Branching Question if your answer to Question #21 is "Interdisciplinary Arts":

**What interdisciplinary areas will your project focus on?**

Limit: 50 words

*If you selected "Interdisciplinary Arts" on the previous question, briefly describe your approach.*

\* Branching Question if your answer to Question #21 is "Other":

**What other arts discipline(s) will your project focus on?**

Limit: 50 words

*If you selected "Other" on the previous question, briefly describe the arts learning focus.*

**22. Curriculum Learning Focus: What non-arts curriculum area(s) are the main focus of your arts integration project?**

- Math
- Science
- Social Emotional Learning
- Language and/or Literacy
- Social Studies

- Health and Physical Education
- Other \*

Select all that apply.

\* Branching Question if your answer to Question #22 is "Other":

**What other non-arts curriculum area(s) will your project focus on?**

Limit: 50 words

If you selected "Other" briefly describe the non-arts curriculum learning focus.

**23. Learning Frameworks: What are the main learning standards and/or frameworks you are using to inform student learning?**

- WA State Arts Learning Standards
- National Core Arts Standards
- Washington State Early Learning and Development Guidelines (ELDGS)
- GOLD
- Common Core State Standards
- OSPI Social Emotional Learning (SEL) Standards
- WIDA English Language Development Standards
- Since Time Immemorial: Tribal Sovereignty in WA State
- WA State/Next Generation Science Standards
- WA State Social Studies Learning Standards
- Environmental and Sustainability K-12 Learning Standards
- Teacher/Principal Evaluation Program (TPEP)
- Social Justice Standards/'Learning for Justice
- No learning standards or frameworks are used at this time
- Other \*

Select all that apply.

\* Branching Question if your answer to Question #23 is "Other":

**What other standards and/or frameworks will inform your curriculum development?**

Limit: 50 words

If you selected "Other" on the previous question, briefly describe the standard or framework.

**24. Student Access: In what ways do you aim to support access for a diversity of PreK-3 students participating in arts integrated learning through this grant funding?**

- Increase transportation options
- Provide modified or adapted learning resources and/or tools for students with disabilities
- Increase access to arts learning materials (example: art kits)
- Increase language access (example: translation, modified learning materials)
- Support access to technology and/or the internet
- Increase access for neurodiverse students
- Expand family outreach efforts
- We have limited capacity to plan for access at this time \*
- Other \*

*Select all that apply. Planning for access may impact students, educators, and/or families participating in your project.*

\* Branching Question if your answer to Question #24 is "Other":

**What other ways do you plan to increase access for students engaging in arts integrated learning through your project?**

Limit: 50 words

*If you checked "Other" on the previous question, list the access focus (ie; "Culturally Relevant Curriculum").*

**25. Briefly discuss the Student Access efforts you selected above. Describe how these efforts will increase access to arts integrated learning.**

Limit: 200 words

**26. Community Connections: What are the main actions you plan to take to ensure your project and lessons are relevant and connected to the lives, interests, and strengths of the communities you serve?**

- Diversity, Equity, Inclusion, Accessibility (DEIA) training for project staff
- Planning time and support for culturally responsive curriculum development
- Contracting with DEIA consultants to guide next steps
- Soliciting input from a diversity of community members
- Inviting youth input into the planning process
- Partnership with family and/or community liaison(s)
- Community connections are not a focus at this time \*
- Other \*

*Select all that apply.*

\* Branching Question if your answer to Question #26 is "Community connections are not a focus at this time":

**Optional: If relevant, describe why Community Connections are not currently a focus for your planning team.**

Limit: 50 words

\* Branching Question if your answer to Question #26 is "Other":

**What other actions will you take to increase Community Connections?**

Limit: 50 words

*If you selected "Other" on the previous question, briefly describe the other actions you are taking.*

**27. Briefly elaborate on the Community Connection efforts you selected above. Describe why you are taking these actions.**

Limit: 200 words

## Project Narrative

There are 4 questions to complete in this section. Refer to the Creative Start Grant Guidelines and scoring criteria found in the guidelines as you develop your responses. Narrative responses are scored based on the criteria, not on the length of your answer or the number of words. For each narrative question we have provided a maximum word count, but your responses do not need to meet this limit. For additional information on the Creative Start Program and this grant opportunity, visit the [ArtsWA website](#).

**28. Project Snapshot: What is the early learning arts integration project you plan to implement in the 2022-2023 school year?**

Limit: 100 words

*In 2-3 sentences, briefly describe your arts integration project.*

**29. Arts Integrated Learning: What student and educator learning goals does this project support? Elaborate on any specific learning standards, frameworks, or principles identified in Question #23.**

Limit: 350 words

*Describe any methods to develop curriculum, evaluate and measure success. If relevant, outline any assessment data or community feedback you plan to use to refine learning goals and curriculum design.*

**30. Professional Learning: How will your project support and expand the capacity of teachers to use arts integration methods in the classroom?**

Limit: 350 words

*Describe what types of professional learning you plan to offer to participating educators and how this professional learning will support classroom implementation of arts integration methods. Professional learning opportunities can include, but are not limited to workshops, communities of practice, artist residencies, book study, etc.*

**31. Educator and Artist Support: How do you plan to support and honor the expertise of early learning educators and artist collaborators through this project?**

Limit: 200 words

*Describe how specific elements of your budget and project ensure adequate staff capacity, paid collaboration time, and appropriate pay for project collaborators.*

**32. Optional: Is there anything additional you would like to tell us as part of your application?**

Limit: 200 words

### Project Management

There is one table to complete in this section. This helps us understand the feasibility of your proposed project.

**33. In the table below, list the names of individuals involved in managing your project in the categories provided. Team members can serve multiple roles.**

1. Enter the title of the project role in the first column. Project roles might include Educator, Teaching Artist, Artist, Community Partner, Project Coordinator, Project Lead, Fiscal Manager, Consultant, Administrator, School District Sponsor, etc.
2. In the second column, enter the name of the individual in that role. If you are applying for a project for which some key individuals are not yet identified, you may enter 'pending' in the second column.
3. In the third column, briefly describe their main responsibilities or involvement in the project. For example, "Curriculum Design", "Classroom Implementation", "Managing Grant Application Materials", "Scheduling Residencies", "Providing consultation or feedback".
4. In the last column, indicate the status of that individual's participation in your project by entering "Yes" if they are fully confirmed, or "No" if the role is unconfirmed.

Project Role	Name of Individual (if known)	Project Responsibilities	Committed? Yes/No

## Project Impact

There is one table to complete in this section. This helps us understand the scope of your proposed project.

*\* Branching Question if you are applying as a Single-site project:*

**34. Project Impact: In the table below, enter the number of participants you anticipate will receive arts integrated instruction or professional learning through your project.**

Enter the name of the site and/or school where your arts integration project will take place and the anticipated number of participating early learning students and/or educators. If no students or educators will receive instruction through your project, enter "0" in the corresponding column. Provide your best estimate for your anticipated project impact.

*Note: The table will automatically calculate column totals on the bottom row.*

<b>Site and/or School Name</b>	
<b>City</b>	
	<b>Anticipated Total Number Participating</b>
<b>Educators</b>	
<b>Preschool Students (ages 3-4)</b>	
<b>Kindergarten Students</b>	
<b>1st Grade Students</b>	
<b>2nd Grade Students</b>	
<b>3rd Grade Students</b>	
<b>Totals:</b>	

*\* Branching Question if you are applying as a Multi-Site project:*

**34. Project Impact: In the table below, enter the number of participants you anticipate will receive arts integrated instruction or professional learning through your project.**

Enter the names of the sites and/or schools where your arts integration project will take place in the first column, and the anticipated number of participating early learning students and/or educators in the following columns. If no students or educators will receive instruction through your project at a given site, enter "0" in the corresponding column. Provide your best estimate for your anticipated project impact.

*Note: If you are applying as an Educational Service District, you may list the participating School Districts in the "Site and/or School Name" column. The table will automatically calculate column totals on the bottom row.*

*Advance to next page*



Site and/or School Name	City	Number of Educators	Number of Preschool Students	Number of Kindergarten Students	Number of 1st Grade Students	Number of 2nd Grade Students	Number of 3rd Grade Students
	<b>Totals:</b>						

### Project Budget

There are two budget tables to fill out in this section. Complete the tables with your project budget information in the categories provided. Refer to the Grant Guidelines for additional information on allowable use of funds.

**35. Project Expenses: In the table below, list your anticipated project expenses in the categories provided.**

1. Describe your project expenses in the first column, with details about hourly rates, costs, and number of hours or quantities in the next two columns. The subtotal will be automatically calculated in the fourth column.
2. List the amount of that expense, if any, that you would like covered by ArtsWA grant funds in the fourth column.

*Note: The table will automatically calculate column totals on the bottom row. It is not possible to add rows to these tables, please combine information in a way that fits the given categories.*

*Advance to next page*

Project Expense Description	Anticipated Cost or Hourly Rate of Pay	Anticipated Quantities or Number of Hours	Subtotal	Amount Requested from ArtsWA Funds
<b>Artists, Teaching Artists, and Arts Organizations</b>				
<b>Project Planning, Curriculum, and Resource Development</b>				
<b>Project Management, Outside Consultants, and Youth Stipends</b>				
<b>Transportation, Administrative Fees, Admission Fees, Other</b>				
<b>Totals:</b>				

**36. Project Material Expenses: In the table below, list your anticipated project material expenses in the categories provided.**

1. Describe your project material expenses in the first column, with details about the individual cost or price of that expense in the second column.
2. List the quantity of that expense in the third column. The subtotal will automatically be calculated in the fourth column.
3. In the last column, list the amount of that expense, if any, that you would like covered by ArtsWA grant funds. **Material fees covered by ArtsWA grant funds cannot exceed \$5,000.**

*Advance to next page*

Expense Description	Price	Quantity	Subtotal	Amount Requested from ArtsWA Funds
<b>Materials, Supplies, Software, and Technology</b>				
			<b>Sum Total</b>	<b>ArtsWA Funds Total</b>

### Supporting Documents

There are two supporting document uploads in this section. Applicants to this grant opportunity are required to upload the following documents as part of their application.

- 37. Letter of Commitment from school or district leadership:** one letter of commitment that demonstrates leadership's awareness and commitment to the proposed arts integration project. Letter of commitment must be written by school site, school district, tribal, or ESD leadership.
- 38. Letter of Commitment from an early learning educator:** one letter of commitment from an early learning educator directly involved with the proposed arts integration project. Letter of commitment must be written by lead or supporting early learning educator.

*Acceptable file types: doc, .docx, .pdf, .txt, .jpg, .jpeg, .png*