

Arts in Education Partnership Grant Worksheet PDF

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

ArtsWA AIE Partnership 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](#).

Questions?

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Description

ArtsWA's Arts in Education (AIE) program amplifies and expands arts and cultural learning opportunities for students and educators (PreK-12). This Arts in Education (AIE) Partnership Grant supports arts and cultural programming that is accessible to a diversity of PreK-12 students and families across Washington State. AIE Partnership Grant funds support community partnerships that increase youth access to arts learning through pandemic related recovery efforts and beyond. Eligible arts and cultural learning programs for PreK-12 students can include a focus on dance, theater, music, visual arts, media arts, literary arts, folk and traditional arts, and other interdisciplinary approaches.

The AIE Partnership Grant is:

- Focused on PreK-12 arts learning and community partnerships.
- Open to both new and continuing arts education partnerships.
- A one-year grant cycle due to the unique nature of pandemic related recovery needs.
- Open to both in-and out-of-school PreK-12 Arts in Education programming.
- **Note:** Early Learning school communities are encouraged to apply for a [Creative Start grant here](#).

Funding Amounts:

- \$8,000 - \$15,000
- No matching funds required

Important Dates

- Application Opens: February 17, 2022
- Application Deadline: March 31, 2022 at 5:00 pm
- Notification of Grant Award: June 8, 2022
- When Funds will be Distributed: July 1, 2022 – June 30, 2023
- Final Report Due: July 31, 2023

Who is Eligible to Apply as the Lead Applicant?

Any Washington State:

- Public school or school district
- Tribal, state, or municipal government agency
- Non-profit organization with 501(c)(3) status

Who is Not Eligible to Apply?

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

What Types of Partnerships are Eligible?

Lead Applicants to the AIE Partnership Grant can partner with a variety of organizations focused on increasing access to arts and cultural learning. Examples of AIE Partnerships can include, but are not limited to:

- School district applicant partners with an arts organization
- Tribal agency applicant partners with a non-profit organization
- City library applicant partners with a school or school district
- Non-profit organization applicant partners with juvenile justice institution
- Non-profit organization applicant partners with an arts organization
- School district applicant partners with a museum education program
- School arts program applicant partners with local community college poetry program

Can Organizations Apply for Multiple ArtsWA grants?

- **Allowable:** Applicants to the AIE Partnership 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 AIE Partnership Grant application. This includes:
 - [Arts for All \(A4A\) Recovery Grant](#) – Opens January 13, 2022
 - [Grants to Organizations](#) – Ongoing
- **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 Recipients?

Screening for Eligibility

AIE Partnership Grant applications submitted by the deadline 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 AIE Partnership Grant applications. Panelists use the scoring criteria below 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 AIE Partnership Grant application a score between 0-50 using the criteria and point system below. 50 points is the highest possible score for this grant application.

1. **Project Design: (20 points possible)** The proposal describes:
 - a. Arts Learning: Student-centered project summary, strategic partnerships, and relevant learning goals for students.
 - b. Project Management: project budgeting, staffing plans, partnership commitment, and administrative support that is feasible for project implementation.
2. **Support for Educators and Artists: (10 points possible)** The proposal describes:
 - a. Clear financial support, adequate 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 to increase access to arts programming for a diversity of students, educators, and families.
 - b. Community and Family Connections: Proposal demonstrates efforts to invite student and family knowledge, culture, language, and experiences into the classroom.

Notification of Grant Award

Notifications are sent to AIE Partnership 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.

How to Apply

AIE Partnership Grant applications must be submitted through the online grant platform, Submittable. ArtsWA will accept applications in Submittable starting **February 17 through March 31 at 5:00 pm**.

AIE Partnership Grant Application Requirements:

- **Work Sample**: Organizations applying to the AIE Partnership Grant must include (1) PDF work sample as part of their application. Work samples should be directly relevant to the proposed project and partnership and no more than three years old. The PDF can be a maximum of (5) pages and may include, but is not limited to, any combination of curriculum samples, student work, assessment and evaluation documentation, or other supplemental materials.
- **Letter of Commitment**: Organizations applying to the AIE Partnership Grant must submit (1) letter of commitment as part of their application in Submittable. Letters must be written by individuals who are directly involved in the proposed project, including:
 - Leadership from key partner organization
 - Lead 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](#).

General Grant Policies:

- **This is a reimbursement grant.** It provides funding to grant recipients after expenses have been incurred.
- **Payments** will be made after the grant recipient's approved project plans have been completed, and after expense documentation and invoice forms are submitted to and approved by ArtsWA.
- **Documentation.** Grant recipients must track expenses, keep clear records, and provide appropriate and timely documentation.
- **Final Reports.** Grant recipients must submit a final report to ArtsWA by July 31, 2023.

Application Resources

Before you apply, refer to the Grant Guidelines and other supporting documents linked below. Additional information about the Arts in Education program and other grant opportunities is available on the [ArtsWA website](#).

- [FY23 AIE Partnership Grant Guidelines](#)
- [Submittable FAQs](#)

FY23 Arts in Education Partnership Grant Application

Applicant Organization Name:

Enter the applicant organization's legal name. This should be the organization that will contract with ArtsWA and is obligated to complete a final report at the end of the grant period.

Arts in Education Partnership Grant Project Title:

Enter the title of your partnership project.

Grant Amount Requested:

Enter the amount of your grant request. You can request \$8,000 to \$15,000.

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 (xxxxxxx-xx). 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.

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

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 new 12-digit alphanumeric identification that is part of a federal government-wide initiative to transition from using DUNS to UEI (SAM) records. 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)

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

The UEI is a new 12-digit alphanumeric identification that is part of a federal government-wide initiative to transition from using DUNS to UEI (SAM) records. 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?

- ☐ PreK-12 public school or school district located in Washington State
- ☐ Non-profit organization with 501(c)(3) status
- ☐ Tribal agency
- ☐ Municipal or state government agency

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. Key Partnership(s): What organization(s) will you partner with to plan and implement your proposed arts programming?

List the name(s) of the PreK-12 public schools or school districts; Tribal, state, municipal agency; or non-profit organization that is your key partner(s). This grant supports cross-organization collaboration that increases PreK-12 student access to arts learning in your community. Applicants may have more than one partnering organization.

20. Partner Organization Type(s):

- ☐ PreK-12 public school or school district located in Washington State
- ☐ Non-profit organization with 501(c)(3) status *
- ☐ Tribal agency
- ☐ Municipal or state government agency
- ☐ Other *

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

What other type of organization are you partnering with?

Limit: 50 words

If you selected "Other" on the previous question, briefly describe your partner organization.

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

22. Arts Programming for PreK-12 Students: How will your arts learning project be delivered?

- ☐ Within traditional school days and hours
- ☐ Outside of traditional school days and hours
- ☐ Both in-and out-of-school days and hours

23. Learning Communities: Who will engage in arts learning opportunities through your project?

- ☐ Students in PreK-Grade 3
- ☐ Students in Grades 4-5
- ☐ Student in Grades 6-8

- Students in Grades 9-12
- Students in PreK-Grade 12
- Families with PreK-12 Students
- PreK-12 Classroom Teachers
- PreK-12 Administrators
- Teaching Artists
- Other *

Select all that apply.

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

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

Limit: 50 words

24. Project Impact: How many participants do you anticipate receiving arts instruction or professional learning through your project?

	Anticipated Total Number Participating	Anticipated Number of Hours of Instruction (per/individual)
Students		
Educators		

Enter the anticipated number of students and/or educators participating in your project and the number of hours of instruction each individual will receive. 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.

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

- Dance
- Media Arts
- Literary Arts
- Music
- Visual Arts
- Theatre
- Folk and/or Traditional Arts
- Interdisciplinary Arts *
- Social Practice and/or Community Engagement
- Other *

Select all that apply. Arts education disciplines include, but are not limited to, learning opportunities through dance, media arts, literary arts, music, theatre, and visual arts.

* Branching Question if your answer to Question #25 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 #25 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 (ie; "Museum Studies").

26. Learning Frameworks: What main learning standards and/or frameworks inform curriculum development for this proposed project?

- ☐ [WA State Arts Learning Standards](#)
- ☐ [National Core Arts Standards](#)
- ☐ [Common Core State Standards](#)
- ☐ [WA State 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](#)
- ☐ [Early Learning and Development Guidelines](#)
- ☐ [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 #26 is "Other":

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

Limit: 50 words

27. Student Access: In what ways do you aim to support access for a diversity of PreK-12 students participating in arts and cultural learning opportunities through your project?

- 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 #27 is "Other":

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

Limit: 50 words

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

28. Briefly discuss the Student Access efforts you selected above. Describe how these efforts will increase access to arts and cultural learning.

Limit: 200 words

29. Community Connections: What actions do you plan to take to make sure 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 #29 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 #29 is "Other":

What other actions will you take to increase Community Connections?

Limit: 50 words

If you selected "Other" on the previous question, list the other actions you are taking.

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

Limit: 200 words

Narrative Questions

There are 4 questions to complete in this section. Refer to the AIE Partnership 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 Arts in Education Program and this grant opportunity, visit the [ArtsWA website](#).

31. Project Snapshot: What is the PreK-12 Arts in Education project you plan to implement in the 2022-2023 school year?

Limit: 100 words

In 2-3 sentences, briefly describe your partnership project.

32. Partnership Overview: How will your partnership(s) increase PreK-12 student access to arts and cultural learning in the communities you serve?

Limit: 350 words

Describe how you plan to grow continuing partnerships or create new partnerships for the 2022-2023 school year. Be sure to outline the role of your key partner(s).

33. Arts Learning: What student and/or educator learning goals does this project support? Elaborate on any specific learning standards, frameworks, or principles identified in Question #26.

Limit: 350 words

Describe any methods to develop program 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.

34. Educator and Artist Support: How do you plan to support and honor the expertise of educators and/or artists through this project?

Limit: 200 words

Describe how specific elements of your budget and programming supports the livelihood and professional growth of educators, teaching artists, and/or practicing artists in your community.

35. 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.

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.

36. Project Management:

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

Project Budget

There are three 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.

37. 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. Do not include costs covered by In-Kind Support here; list those separately on the next "Project Funds" table.

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.

Project Expense Description	Anticipated Cost or Hourly Rate of Pay	Anticipated Quantities or Number of Hours	Subtotal	Amount Requested from ArtsWA Funds
Artists, Teaching Artists, and Arts Organizations				
Project Planning, Curriculum, and Resource Development				
Project Management, Outside Consultants, and Youth Stipends				

Transportation, Administrative Fees, Admission Fees, Other				
Totals:				

38. 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.**

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.

Expense Description	Cost	Quantity	Subtotal	Amount Requested from ArtsWA Funds
Materials, Supplies, Software, and Technology				
			Total	ArtsWA Funds Total

39. Project Funds: In the table below, list the amount of funds supporting your project in the categories provided.

1. Enter the amount of your ArtsWA grant request on the first line. The amount of your ArtsWA grant request should match the total of the "Amount to be covered by ArtsWA Funds" column on the previous "Project Expenses" table as well as your grant request amount listed in Question #2 of this application.
2. Describe the source of your project funds in the first column, and the anticipated amount from that source in the second column.
3. Describe any donated goods or services supporting your project under "In-Kind Support". List the total estimated value in the second column.
4. If a source of funds or In-Kind Support is fully confirmed, enter "Yes" in the last column.

Project Funds Description	Anticipated Amount	Confirmed? Yes/No
ArtsWA Grant Request Amount		
Funds from Applicant Org or Project Partners		
Government or Private Foundation Grants		
Corporate or Local Business Support		
Other Support (e.g. PTA, individual donors, fundraising events, etc.)		
In-Kind Support (e.g. donated goods and services, volunteer time, etc.)	Estimated Value	
Total Project Budget:		

Supporting Documents

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

40. Letter of Commitment from Key Partner: In the section below, upload one Letter of Commitment that demonstrates meaningful engagement from the partnership organization described in this application.

The letter of commitment must be written by the leadership of your partner organization(s) or lead-educators directly involved with the proposed project.

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

41. Work Sample: In the section below, upload one PDF work sample as part of your application.

Work samples should be directly relevant to the proposed project and partnership and no more than three years old. The PDF can be a maximum of (5) pages and may include, but is not limited to, any combination of the following materials:

- Curriculum Samples: lesson and/or learning plans, documentation of the scope and sequence(s) of ongoing programs, or collaborative planning notes.
- Student Work: demonstrations of youth learning outcomes connected to ongoing arts and cultural programming. If including student work as part of your work sample, identify the program associated with the sample and the grade(s) of participating youth.
- Assessment and/or Evaluation Documentation: any assessment tools you may use in the project, such as rubrics, surveys, evaluation forms, student journal samples, final evaluation reports, or other relevant documentation.
- Other work that is relevant to the project: For an existing project, submit work samples that demonstrate the same project in the past. If the project is new, work samples should demonstrate past experience(s) with related activities.

Document Upload Requirements

Work samples that go beyond limits stated below will not be reviewed:

- Only one PDF file will be accepted.
- PDF files must be between 1-5 pages.
- Work Samples cannot include live links to any online materials (videos, websites, etc.). You may insert photos or screen shots as part of your work sample.

42. Work Sample Description: Briefly describe the work sample(s) you uploaded above.