

**NOTE: This outline is provided for reference purposes only. All eligible applications must be submitted online through the Submittable platform.**



## FY24 Arts in Education Project Grant – Application Outline

### **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.*

*The answer to this question will be used as the unique identifier for each submission.*

### **Arts in Education Project Grant Project Title:**

*Enter the title of your partnership project.*

### **Project Type:**

- **Emerging:** The proposed project is in year 1-2 of development or implementation.
- **Sustaining:** The proposed project is in year 3 or beyond of implementation or refinement.

### **Grant Amount Requested:**

- **Emerging Project:** \$3,000 – \$5,000
- **Sustaining Project:** \$10,000 – \$15,000

*Enter the amount of your grant request. Emerging AIE Project Grants will be awarded at the full amount requested. The number of grants awarded will be based on available funds and panelist average scores in ranking order. Sustaining AIE Project grants can request between \$10,000 to \$15,000. Award amounts will be issued at a percentage of your total request and will be based on available funds and the ranking order of panelist scores.*

**Approximately how many years has your organization implemented the project proposed in this application?**

## **Applicant Information:**

### **1. Applicant Organization Address:**

### **2. Applicant Organization Washington County:**

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

*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. Statewide Vendor Number (SWV):**

*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.*

### **5. 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 12-digit alphanumeric identifier that replaced the use of DUNS numbers after April 4, 2022.

To view your UEI registration record in SAM.gov, log in to your registration and follow the steps outlined in [this guide](#).

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

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)

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

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

**7. 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
- Fiscally Sponsored Organization
- Tribal agency
- Municipal or state government agency

**8. Application 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 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**

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

*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 Project Coordinator. 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 \*

- o 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**

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

## Project Information

**19. Project Snapshot: What is the Prek-12 Arts in Education Project you plan to implement in the 2023-2024 school year?**

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

**20. Emerging 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, 2023- June 30, 2024)**

**Sustaining 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, 2023- June 30, 2025)**

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

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

**22. Student Grade or Age Range: What student grade and/or age range will primarily engage in arts learning opportunities through your project?**

- o Students In PreK-Grade 3
- o Students Grades 4-5
- o Students 6-8
- o Students grades 9-12
- o Students Grades in PreK- Grade 12
- o Families with PreK-12 Students
- o Other
- o Select all that apply

**23. Project Reach: How many participants do you anticipate receiving arts instruction or professional learning through your project?**

	Approximate Total # Participating	Approximate Total # of Hours of Instruction
<b>Students</b>		
<b>Educators</b>		
<b>Family Members</b>		

Enter the anticipated number of students, educators, and/ or families participating in your project and the number of hours of instruction everyone will receive. If no students, educators, or families will receive instruction through your project, enter "0" in the corresponding column. Provide your best estimate for your anticipated project impact.

**24. Student demographics: As relevant, select the student demographic(s) that this proposal seeks to intentionally engage through strategic project design.**

- LGBTQIA2S+
- Individuals with Disabilities
- Neurodivergent Individuals
- Youth impacted by Trauma
- Communities or Individuals impacted by incarceration
- Communities impacted by homelessness
- Families and/ or Individuals impacted by poverty
- Systems-impacted communities (communities impacted by systemic racism such as red-lining or historic discriminating immigration policy for example)
- Refugee Communities
- Rural Communities
- Immigrant Communities
- Pacific Islander or Native Hawaiian
- East Asian, Southeast Asian, or South Asian
- Black, African American, or African Diaspora (West, Central, East, or South)
- Persian, Central Asian, Arab, North African, or Middle Eastern
- Latiné/x/a/o
- Indigenous North American, Native American, or Alaska Native
- European/European American
- Other \*

*This list is not exhaustive; please use the "other" checkbox at the end of the list to expand upon your selection(s) or identify other communities your organization works with.*

**\*Branching Question**

**What other communities do you have experience with?**

**25. Increasing Access: Given the diversity of students you hope to engage (Question #24), What access and community engagement efforts will you prioritize for this proposed project?**

- Increasing Transportation Options
- Provide modified or adapted learning resources and/or tools for students with disabilities (example: understanding by design/UDL)
- Work with Community partners to increase enrollment for students underrepresented in past activities
- Provide free – of-cost 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 and engagement efforts
- Invite family, community and/or youth input into program and/ or curriculum design
- Train project staff to better meet the strengths, learning needs and/or interest of students
- We have limited capacity to plan for access right now
- Other\*

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

**\*Branching Question**

What other access and community engagement efforts will your project focus on?

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

- Visual Arts
- Music
- Dance
- Theatre
- Media Arts
- Literary Arts
- 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**

What interdisciplinary areas will your project focus on?

**\*Branching Question**

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

**27. Learning Frameworks: What are the primary learning standards and/or frameworks that will 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/Principle Evaluation Program (TPEP)
- Social Justice Standards/Learning for Justice
- Other\*

*\*Branching Question*

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

*If you selected “other” on the previous question, briefly describe the standard or framework (ie; “interdisciplinary Learning”).*

## Narrative Questions

There are 4 questions to complete in this section. Refer to the AIE Project 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.

**28. Arts Learning: What student learning outcomes does this project support and how will you measure and celebrate those outcomes? How will your planning team determine areas for project refinement? Elaborate on how you will use any specific learning standards, frameworks, or principles identified in question #27.**

*Describe any methods used 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.*

**29. Arts and Cultural Partnerships: How will you develop, sustain, and/or expand community partnerships to increase engagement with arts learning for PreK-12 students attending public schools in your area? Partners can include local school district(s), tribal partners, community, organizations, and/ or city partners such as libraries.**

*Note: this application requires an uploaded letter of commitment from one individual who will be directly involved in the proposed project, including leadership from key partner organization or lead educator.*

**30. Educator and Artist Support: How does this project include the expertise of artists and educators in your community(ies)? Describe how you compensate and support artists and/or educators for their time, expertise, and collaboration. Describe any ways your organization supports the professional and creative growth for project staff. How are these efforts reflected in your project budget?**

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

**31. Community Engagement: Describe your efforts to invite student and family knowledge, culture(s), language(s), and experiences into the design and/or implementation of this project.**

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

## 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.

### 33. 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 last column. Do not include costs covered by In-Kind Support here; List those separately on the “Project Funds” table.
3. Material fees covered by ArtsWA grant Funds Cannot Exceed \$5,000 for Sustaining projects and \$1,000 for Emerging projects.

*The budget below is connected to question #30. Panelists will evaluate applications for adequate pay, collaboration, and planning time, and support for teaching artists, community members educators etc. ArtsWA does not require that organizations pay a standard rate because of a wide variety of circumstances. Please see additional information on living wage efforts [here](#).*

**\*\*This table is provided for reference only. The categories listed here are the same as they appear in the application, however the application has additional space to list multiple project expenses.**

Project Expense Description	Anticipated Cost or Hourly Rate of Pay	Anticipated Quantities or Number of Hours	Subtotal (total for your whole project)	Requested ArtsWA Funds (This can be a percentage of your subtotal or the full amount)
Paying Individuals (Artists, Teaching Artists, Youth Stipends, Project Administrators, etc.)				
Paying Organizations (Partners, Consultants, Community Organizations, etc.)				
Materials (Equipment, Technology, etc., not to exceed \$5,000 for Sustaining Projects and \$1,000 for Emerging Projects)				



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

1. Describe the source of your project funds in the first column, and the anticipated amount from that source in the second column.
2. Describe any donated goods or services supporting your project under “In-Kind Support”. List the total estimated value in the second column.
3. If a source of funds or In-Kind Support is fully confirmed, enter “Yes” in the last column.

**Note:** *It is not possible to add rows to these tables, please combine information in a way that fits the given categories.*

**\*\* This table is provided for reference only. The categories listed here are the same as they appear in the application, however the application has additional space to list multiple project funds.**

<b>Project Funds Description/Categories</b>	<b>Anticipated Amount</b>	<b>Confirmed? Yes/No</b>
<b>Funds from Applicant Organization or Project Partners</b>		
<b>Government or Private Foundation Grants</b>		
<b>Corporate or Local Business Support</b>		
<b>Other Support (e.g. PTA, individual donors, fundraising events, etc.)</b>		
<b>In-Kind Support (e.g. donated goods and services, volunteer time, etc.)</b>		

**35. Optional: Is there anything additional you would like to tell us about your budget?**

**Supporting Documents**

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

**36. Letter of Commitment: In the section below, upload at least (1) or a maximum of (3) Letter (s) of Commitment that demonstrates meaningful engagement from the partnership organization(s) described in this application.**

*The letter(s) of commitment must be written by the leadership of your partner organization(s) or lead-educators directly involved with the proposed project. Applicants can submit up to three letters. Individual letters must be combined into one pdf or word file.*

**37. 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.

*Upload (1) work sample or other supplemental material that is relevant to the proposal described in this application. 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.*

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