

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



FY24 Creative Start Project Grant - Application Outline

Applicant Organization Name:

Enter the applicant organization's legal name. This should be the organization (School, School District, ESD, Early Learning Center, Tribal Agency, nonprofit organization) 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, school building, or facility) *
- ☐ Multi-Site (two or more early learning centers, schools, or facilities) *

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

** Branching question if your answer 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 is "Multi-Site":*

Grant Amount Requested:

Enter the amount of your grant request. Multi-site applicants can request \$10,000 to \$20,000.

Applicant Information

1. Applicant Organization Address:

2. Applicant Organization 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 must have a [SWV \(Statewide Vendor\) number](#) to receive grant funds from the state. A 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](#).

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 will replace the use of DUNS numbers after April 4, 2022.

To view your UEI registration record in ([SAM.gov](https://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](https://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 12-digit alphanumeric identifier that will replace the use of DUNS numbers after April 4, 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 \(PDF\)](#).

Note: UEI registration is always free; do not pay for any registration services that appear to be associated with UEI ([SAM.gov](https://sam.gov))

6. Unique Entity ID (SAM):

Limit: 12 characters

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?

- Early Learning Center with 501(c)(3) status
- Head Start, ECEAP, Public School, or School District
- Educational Service District
- Tribal School or Agency
- Non-profit with 501(c)(3) status
- Municipal or state government agency

8. 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 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 Project Contacts

9. 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.

10. 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.

11. Primary Grant Contact - Phone Number:

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

12. 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.

13. 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.

14. Project Coordinator - Phone Number:

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

15. 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.

16. 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.

17. 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

18. Project Summary: What is the early learning arts integration project you plan to implement in the 2023-2024 school year?

Limit: 100 words

19. Project Timeline: When will your project take place? Enter the anticipated start and end dates of your project in this grant performance period (July 1, 2023- June 30, 2024).

20. Arts Learning for Pre-K – Grade 3 Students: How will your arts integration 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

21. Project Participants: 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 is "Other":

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

Limit: 50 words

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

22. Project Impact: How many participants do you anticipate will receive arts integrated instruction or professional learning through your project?

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

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.

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

22. Project Impact: 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.

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

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

- ☐ LGBTQIA2S+ (Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, Asexual and Two-Spirit)
- ☐ Individuals with Disabilities
- ☐ Neurodivergent individuals

- Youth impacted by trauma
- Communities or individuals impacted by incarceration
- Communities or individuals 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

Select all that apply. 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 engage with?

24. Increasing Access: To support a diversity of PreK-3 students and families, what access and community engagement efforts will you prioritize for this proposed project? *

- Increase 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 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 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 interests of students
- 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**

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

Why is your organization prioritizing these specific access efforts? *

25. Arts Learning Focus: What arts discipline(s) are the focus of your arts integration 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. Want to learn more about arts integration? [Click here for a quick video explanation.](#)

** Branching Question*

What interdisciplinary areas will your project focus on?

** Branching Question*

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

26. Non-Arts Learning Focus: What non-arts curriculum area(s) are the 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*

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

27. Learning Standards and 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)
- ☐ WaKIDS Teaching Strategies 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**

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

Narrative Questions

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. Each narrative question has a maximum word count, but your responses do not need to meet this limit.

- 28. Arts Integrated Learning: How will your project activities/curriculum support student learning goals in both arts and non-arts subjects? 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, or frameworks, identified in Question #27.**

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.

- 29. Project Design: Who will support the implementation of this project? Describe the specific individuals, partners, administrators, and/or community members involved in this project and outline how they will support the proposed project activities.**

In a few sentences, describe the key roles supporting your project. This does not need to be exhaustive.

- 30. Educator and Artist Support: How do you plan to support and honor the expertise of early learning educators and artist collaborators through this project? Describe how you compensate and support artists and/or educators and 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 project ensure adequate staff capacity, paid collaboration time, and appropriate pay for project collaborators.

- 31. Community Engagement: Describe your efforts to ensure your project and lessons are relevant and connected to the lives, interests, and strengths of the communities you serve.**

- 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.

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.**

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.**

33. Project Expenses Table

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)				

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.**

34. Additional Project Funds Table

Project Funds Description/Categories	Anticipated Amount	Confirmed? Yes/No
Funds from Applicant Organization 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.)		

I certify that our organization is not applying for other ArtsWA grants or any other funding source to pay for expenses listed in this project budget.

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

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.

35. Letter of Commitment from organizational 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, organizational or ESD leadership.
36. 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