



# **FY22 TEACHING ARTIST GRANT GUIDELINES**

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[www.centralmnartsboard.org](http://www.centralmnartsboard.org)

We understand that the online application system may present a barrier to some applicants and will make reasonable efforts to accommodate specific needs on a case-by-case basis. This information can be made available in the following alternative formats: Braille, large print, and audio recording.

We can also help find a language interpreter to translate these guidelines.

To accommodate your requests, the Central MN Arts Board will need at least 10 working days.

We recommend using Chrome or Firefox as your web browser to complete the online application.

MN Relay Service 1-800-627-3529

## PROGRAM OVERVIEW

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The Teaching Artist Grant program provides up to \$2,000 for individuals on the CMAB Teaching Artist Roster to conduct arts learning activities in community settings including but not limited to K-12 schools.

### Objectives/Outcomes:

- Artists conduct arts learning activities in locations they have not previously engaged
- Greater arts infusion across areas of learning
- Residency activities provide income to artists
- Arts learning opportunities are more accessible to students regardless of age, geographic, economic, cultural or other barriers
- Regional residents learn new arts skills & techniques
- Regional residents gain awareness and appreciation for a variety of artistic disciplines and mediums
- Regional artists build their capacity through professional development
- Regional artists connect to new audiences and/or build relationships that provide artistic growth

### Proposals to the Teaching Artist Grant program must contain the following components:

- Arts Learning activities conducted with a core group
- A Community Component that invites and informs people surrounding the school or organization to learn about or participate in residency activities
- A component that builds staff capacity and/or supports residency activities for the host location/organization

## WHO CAN APPLY

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- Individuals listed on the CMAB Teaching Artist Roster

## APPLICANTS NOT ELIGIBLE

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- CMAB teaching artists who have received a total of \$2,000 in Teaching Artist Grant awards within the same fiscal year as the application
- CMAB grant recipients with any overdue final reports

## PROPOSALS NOT ELIGIBLE

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- Those that do not have arts learning as the primary focus
- Those which provide or replace essentially the same services that teachers or arts specialists are required to provide to meet state and/or national curriculum requirements.
- Events with a primary focus of fundraising. (Fundraising efforts are allowable, but must not be the focus of an event)
- Activities already funded by any other CMAB grant program
- Teaching artists can provide no more than two CMAB funded residencies for the same school/organization within a five-year period

## HOW TO APPLY

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Click the MANAGE GRANTS button in the upper right corner of the CMAB homepage. First-time applicants need to create an account using an email address and a password.

- Applications must be submitted by **11:59 pm on the deadline date**.
- Applications received after the deadlines are ineligible. There are no exceptions to this policy.

## USING Fax-to-File

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A **Fax-to-File** feature is available within the application to help convert documents from hard copy to digital PDF format. **Fax-to-File** is located in the upper left portion of your screen under tools.

## ADVICE FOR APPLICANTS

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**The Teaching Artist Grant program is scored using three criteria: Artistic Merit & Quality, Demonstrated Need and Outcomes & Evaluation.** Each criterion has a series of statements that evaluators are asked to consider when reviewing and scoring an application. When completing a grant application, refer to the statements listed beneath each heading. Strong proposals will address all applicable criteria in the narrative responses. Any applicant with two or more outstanding grants may have additional conditions applied to this grant, if awarded. Contact CMAB if you have questions.

## PROPOSAL NARRATIVE

### ARTISTIC MERIT/QUALITY - 12 of 30 points

Evaluators use the following criteria when reviewing this section of the application:

- 1) Developmentally appropriate lessons reflect the unique needs and interests of the learners.
- 2) Audience/students will benefit from the arts learning experience in concrete and meaningful ways
- 3) Proposal provides an artistic opportunity not otherwise available by featuring underrepresented, innovative, and/or unique artistic discipline, genre, creative approach, content, and/or quality, presented in a way that is relevant to the intended audience.
- 4) Evidence of artistic, creative, and/or cultural value of the proposed residency.
- 5) Community component serves to engage/inform the public (parents, neighborhood residents, caregivers, etc.) about the content and impact of the Artist Residency.

1. **Teaching Artist Profile**- provide the URL for your personal profile from CMAB's Teaching Artist Roster
2. **Describe the Arts Learning activities**- Provide a description of how you will engage with students, what you will share and include an example of the work that students will produce or engage with.
3. **Big Idea** - The major concept you want students to discover/take away. Big ideas describe the larger motives artists and students have for teaching and learning about certain subjects or mediums. (i.e.- "Singing together can heal", "A picture is worth a thousand words", "There is power in creating")
4. **Essential Questions** - Questions that will invite students into exploration.
5. **Location** – Address where the residency will take place.
6. **List any residencies you have conducted in this school/organization within the past five years.** Teaching artists can provide no more than two CMAB funded residencies for the same school/organization within a five-year period. (Indicate if not applicable)
  - Dates
  - Funded by the CMAB?
  - Name(s) of each residency
7. **Name of Teacher/Residency Coordinator** - Person designated by the school/organization to oversee the implementation of the proposed residency.
  - Address
  - Email
  - Phone
8. **Core Group of Students** - Identify the group of students that will have the most contact with the artist.
9. **Length of Residency** – List number of days and number of hours per day.

**10. Timeline** – Provide a detailed breakdown of when you will complete planning, residency activities, evaluation, staff development, etc.

**11. Materials** - List materials required and how they will be provided or obtained.

**12. Community Component** - Describe how the content of the residency will be shared with members of the community surrounding the location of the residency (i.e. performance, art show, newspaper article, etc.).

### **OUTCOMES AND EVALUATION - 6 of 30 points**

Evaluators use the following criteria when reviewing this section of the application:

- 1) Evidence that the applicant has developed an evaluation plan for the residency that will measure the target outcome(s)
- 2) Evidence that the applicant understands principles of documentation and evaluation and results are used to guide future planning

**13. Measurable Outcomes** - What will students know after the residency is complete? What will they have created or experienced? What will success look like? What will change?

**14. Evaluation Plan** - How will you measure success in reaching your target outcomes (i.e. surveys, observation, performance, product, student self-assessments, samples of student work, pictures, interviews, video, etc.).

### **DEMONSTRATED NEED - 12 of 30 points**

Evaluators use the following criteria when reviewing this section of the application:

- 1) The proposal is well designed to address the identified community/audience's specific interests and circumstances.
- 2) Needs of participants and/or audiences are understood and well addressed.
- 3) Evidence demonstrates that the project provides an arts opportunity that would not otherwise be available for the identified community/audience.
- 4) Residency activities will create an impact that benefits the host organization after the residency is complete.

**15. Identify state/national standards** addressed in this lesson. (or indicate N/A)

**16. How are these standards addressed in the regular school curriculum outside the residency?** - MN law requires public schools to fund arts education and CMAB funds may not be used to provide regular school curriculum. Residencies may reinforce, review, or introduce regular curriculum but cannot be the sole way to meet state arts education requirements. (or indicate N/A)

**17. Student Need** – Describe student needs and how the residency will address those needs.

**18. Benefit and Long-term Impact on host Organization/School** – Describe how the proposed activities will engage and benefit staff and/or volunteers from the organization/school. Share elements of the residency that can be used again, give additional tools for assessment, identify additional student needs, etc.

## PROPOSAL BUDGET

**Request up to \$2000.** Teaching artists are independent contractors and designate their own rate of pay.

Download the [TARP Pay Rubric](#) for more suggested pay rates.

**19. EXPENSES** - Provide descriptions and calculations for All Costs associated with this proposal. Budgets may exceed \$2000, but applicants are only eligible to request \$2,000 from the CMAB.

**Eligible expenses include:**

- **Planning time**
- **Artist-student contact time**
- **Staff support and development** - Work with staff on assessment criteria, share tools and process to impact curriculum beyond the residency, etc.
- **Expendable supplies** and materials used during the residency
- Travel, meals or lodging expenses cannot be paid with CMAB grant funds

**20. Amount Requested from CMAB:** maximum request is \$2,000.

**21. Expenses Exceeding Grant Request-** If total residency expenses exceed the Teaching Artist Grant request amount, describe how these expenses will be paid

**22. Total Proposal Expense** – All costs associated with the proposal

## CMAB Evaluative Data

The following questions help CMAB determine the reach of our programs and the equity in our grant making. **The information is not considered in application review and is not visible to reviewers.**

- **Proposal Name** - Class/Workshop name or summary of Equipment/Supplies
- **Proposal Summary** - Restate the proposal name and include a one or two sentence description
- **Start Date** - Must be after the board review date
- **End Date** - Must take place within 12 months of Board review date
- **Street Address** - Enter your street address (No P.O. Box), city and zip code.
- **County** – Enter your county of residence
- **Applicant Ethnicity** - Select any combination (**optional**). **N** = American Indian/Native American; **A** = Asian; **P** = Native Hawaiian/Pacific Islander; **B** = Black/African American; **H** = Hispanic/Latino; **M** = Middle Eastern/North African; **W** = White; **99** = when no single group; **O** = Other; **98** = Data not provided
- **Applicant Groups**- Indicate if you identify as a member of any of the following demographics: **I** = Individuals with Disabilities; **S** = Adults older than Sixty; **V** = Military Veterans; **99** = None of the above; **98** = Data not provided
- **Additional Information** (optional) - Data collection questions do not always provide options to accurately describe the racial or ethnic identity of applicants. If there is additional information you would like to provide about your race or ethnicity, include that information here.

## CERTIFICATION

### 23. Electronic signature

Entering your signature information and clicking "I Agree", certifies that it is accurate and that the proposal will be carried out as described if funded.

## CMAB SERVICES AND GRANTING PROCESS

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### APPLICATION DRAFT REVIEW

Applicants may request a draft review of an application. CMAB staff will review the application and identify any concerns, **upon request** submitted via email ([media@centralmnartsboard.org](mailto:media@centralmnartsboard.org)) or fax (320-968-4291), at least two weeks before the application deadline. A review of the application does not guarantee that the request will be funded.

### REVIEW PROCESS

Applications will be made available to the CMAB Board of Directors or a review panel at least two weeks prior to the Board Review date. Applications are assigned final scores at an in-person review meeting. Each application will receive a score on a scale from 0 to 30. **An applicant must obtain an average of 15 or higher to be considered for funding.** All review meetings are open to the public; see CMAB website for board and panel review dates. CMAB Directors give final approval on all grant awards. All applicants will be notified of the Board's decision.

### GRANT CONTRACT

Awardees must submit a contractual agreement **within 30 days** of notification. Failure to do so can result in the cancellation of a grant commitment.

### FINAL REPORTS

A final report must be submitted within sixty (60) days of the residency's completion. Awardees with overdue final reports are ineligible to apply for CMAB grants until the final report is received.

### GRANT APPEAL PROCESS

Any applicant who can show cause that established grant review procedures were not followed or that the policies of the program were not equitable to all applicants, may file an appeal in writing within fifteen (15) business days of being notified of the CMAB's decision.

The Executive Committee will review the appeal and determine if further investigation is warranted. If there is cause for an appeal, the matter will go before the full board for a final decision. There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need. Contact the CMAB office to view a copy of the complete appeal policy.

### DEFINITIONS

**Artistic Merit:** The perceived quality or value of works of art.

**Evaluation:** A systematic determination of merit, worth and significance, using established criteria. The primary purpose of evaluation, in addition to gaining insight into prior or existing initiatives, is to enable reflection and assist in the identification of future improvement and change.

**Outcome:** The **final result** when goals have been achieved and the proposed activities are complete

For more information on Central MN Arts Board programs and services visit our website at [www.centralmnartsboard.org](http://www.centralmnartsboard.org) or call 320.968.4290 or 1.866.825.1741.