



FY24 GUIDELINES TEACHING ARTIST GRANT

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320-968-4290 | 1-866-825-1471 | fax: 320-968-4291
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

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.

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 host organization to learn about or participate in residency activities
- A component that builds staff capacity and/or supports residency activities for the host location

CMAB Program Outcomes:

- Artists conduct arts learning activities connecting to new audiences and/or building relationships that provide artistic growth
- Artists receive income for creative work
- Arts learning opportunities are more accessible to students regardless of age, geographic, economic, cultural or other barriers
- Regional residents learn new arts skills & techniques and/or awareness and appreciation for a variety of artistic disciplines

WHO CAN APPLY

- Individuals listed on the CMAB Teaching Artist Roster

APPLICANTS NOT ELIGIBLE

- 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

- 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.
- Proposals with a focus on fundraising. 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
- If awarded, there may be contingencies based on the number of applicant's open grants.

HOW TO APPLY

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

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.

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.

PROPOSAL NARRATIVE

ARTISTIC MERIT/QUALITY - 12 of 30 points

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

- 1) Arts content is delivered to target learners by competent artists with appropriate education/training and teaching experience.
- 2) Arts learners will benefit in concrete and meaningful ways because of their experience.
- 3) An underrepresented, cultural, innovative, and/or unique artistic discipline will be presented.
- 4) Community component serves to engage/inform the public (parents, neighborhood residents, caregivers, etc.) about the content and impact of the arts learning experience.

1. **Teaching Artist Profile**- provide the URL for your personal profile from CMAB's Teaching Artist Roster
2. **Proposal Name** – summarize the proposal in 10 words or less.
3. **Start Date** – Must occur AFTER the Board Review date.
4. **End Date** – activities must be completed within 12 months.
5. **Describe the Arts Learning activities**- Respond to the following prompts:
 1. What is the theme, topic or focus of the arts learning experience you will lead?
 2. What will you teach or demonstrate and what will students do?
 3. Is there anything else reviewers should know about the planned experience?
 4. Include an example of the work that students will produce or engage with
6. **Location** – Address where the residency will take place.
7. **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
8. **Name of Teacher/Residency Coordinator** - Person designated by the school/organization to oversee the implementation of the proposed residency.
 - Address
 - Email
 - Phone
9. **Core Group of Students** - Identify the group of students that will have the most contact with the artist.
10. **Length of Residency** – List number of days and number of hours per day.

- 11. Timeline** – Provide a detailed breakdown of when you will complete planning, residency activities, evaluation, staff development, etc.
- 12. Materials** - List materials required and how they will be provided or obtained.
- 13. 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) Outcomes describe measurable and achievable change in knowledge, attitude, skill, behavior, or condition among the people the residency is designed to benefit.
- 2) The evaluation plan includes appropriate methods to measure and document proposal completion, effectiveness, and progress made toward outcome(s).

14. 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?

15. 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.

16. If working with K-12 students within a school, identify state/national standards addressed in this lesson. (or indicate N/A)

17. 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)

18. Student Need – How will these activities support and impact the learners? Why these arts learning experiences for this group?

19. 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.

- 20. 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

- 21. Grant Amount Requested:** maximum request is \$2,000.

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

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

DATA COLLECTION

The following questions are required for data collection by the Minnesota State Arts Board and the MN Legislature and help CMAB determine the reach of our programs and the equity in our grant making.

Definitions of the [DATA CODES](#) can be found on page 8 or online [HERE](#).

- **How did you learn about this program?**
- **PUBLICITY** – If the applicant uses an alternate name other than the legal name for publicity purposes, list it here. (or indicate N/A).
- **Applicant Address Changed? Please check your account address and provide any changes here.**
 - **Street Address** – Enter the street address (No P.O. Box), City and Zip Code where the applicant is located.
- **County** – Enter your county of residence.
- **Discipline** – Select the code that best describes the applicant's primary area of interest in the arts.
- **Proposal Discipline** - Select one category that best describes the grant activity.
- **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; **R** = Multiracial or Biracial; **99** = when no single group; **O** = Other;
- **Applicant Distinct Groups-** Indicate if you identify as a member of any of the following demographics: **I** = Individuals with Disabilities; **S** = Adults older than 65; **V** = Military Veterans; **99** = None of the above; **A** = Adult (25-64 years); **Y** = Young Adult (19-24 years)
- **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

24. 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

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) 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 or call 320.968.4290 or 1.866.825.1741.

Art discipline codes		Institution codes		
DIS1/P	DISCIPLINE	INST1	INSTNAME	Descripton
01	Dance	01	Individual - Artist	One who creates, performs, or interprets works of art.
01A	Dance, ballet	02	Individual - Non-artist	Include technical consultants.
01B	Dance, ethnic/jazz	03	Performing Group	Group of artists who perform works of art (e.g., an orchestra, theatre, or dance group).
01C	Dance, modern	04	Performing Group - College/Univ	A group of college or university students who perform works of art.
02	Music	05	Performing Group - Community	A group of persons who perform works of art vocationally and who may be but are not necessarily directed by
02A	Music, band	06	Performing Group for Youth	A group which may but does not necessarily include children who perform works of art for young audiences.
02B	Music, chamber	07	Performance Facility	A building or space used for presenting concerts, drama presentations, etc.
02C	Music, choral	08	Museum - Art	An organization essentially educational or aesthetic in purpose with professional staff, which owns or utilizes works of art, cares for them, and exhibits them to the public in some regular schedule.
02D	Music, newExperimental, elec	09	Museum - Other	An organization essentially educational or aesthetic in purpose with professional staff, which owns or utilizes tangible objects, cares for them, and exhibits them to the public in some regular schedule (e.g., non-arts
02E	Music, ethnic	10	Gallery/Exhibition Space	An organization or space which primarily exhibits works of art from collections other than its own, and may be involved in selling those works.
02F	Music, jazz	11	Cinema	A motion picture theatre or organization which regularly shows films.
02G	Music, popular	12	Independent Press	A non-commercial publisher or printing press which issues small editions of literary and other works.
02H	Music, solo/recital	13	Literary Magazine	A non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.
02I	Music, orchestral	14	Fair/Festival	A seasonal program of arts events.
03	Opera/Musical Theater	15	Arts Center	A multi-purpose facility for arts programming of various types.
03A	Opera	16	Arts Council/Agency	An organization whose primary purpose is to stimulate and promote the arts and increase access for the public through services, programs, and/or funding within a specific geographic area (e.g., county, state, local).
03B	Opera, musical theater	17	Arts Service Organization	An organization who's main mission is to provide services that assist or promote the arts and/or arts organizations (e.g., statewide assemblies, NASAA, Opera America, arts education alliances, etc.). Not to include presenters or producers of the arts or regional arts organizations.
04	Theater	18	Union/Professional Assn	Include artist coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.
04A	Theater, general	19	School District	A geographic unit within a state comprised of member schools within that area as defined by the state government.
04B	Theater, mime	20	School - Parent/Teacher Assn	An organization composed of school parents who work with local school teachers and administrators.
04C	Theater, puppetry	21	School - Elementary	Also called a grammar school.
04D	Theater for young audiences	22	School - Middle	Also called a junior high school.
04E	Theater, storytelling	23	School - Secondary	Also called a senior high school.
05	Visual arts	24	School - Vocational/technical	Trade school (e.g., school for secretarial, business, computer training).
05A	Visual arts, experimental	25	School - Other	Non-arts schools not included in codes 19-24, 26 or 48.
05B	Visual arts, graphics	25A	School - Preschool	
05D	Visual arts, paintng	25B	School - Community Education	
05F	Visual arts, sculpture	25C	School - Homeschoolers	
06	Design arts	26	College/University	Include state-supported colleges/universities, private colleges/universities, junior colleges/community colleges.
06A	Design arts, architecture	27	Library	
06B	Design arts, fashion	28	Historical Society/Commission	an organization dedicated to the study and preservation of the history of a town or region, usually owning a collection of documents and/or artifacts and frequently based in a historic building; a historical "commission" is an arm of local government, usually volunteer, charged with the survey of historic buildings in a town or region.
06C	Design arts, graphic	29	Humanities Council/Agency	An organization whose primary purpose is to stimulate and promote the humanities through services,
06D	Design arts, industrial	30	Foundation	An endowed organization which dispenses funds for designated philanthropic purposes (include charitable
06E	Design arts, interior	31	Corporation/Business	A legal entity engaged in business or authorized to act with the rights and liabilities of a person.
06F	Design arts, landscape arch	32	Community Service	A non-arts organization designed to improve the lives of its membership and larger community through
06G	Design arts, urban/metro	33	Correctional Institution	A prison, penitentiary, reformatory, etc.
07	Crafts	34	Health Care Facility	A hospital, nursing home, clinic, etc.
07A	Crafts, clay	35	Religious Organization	A church, synagogue, etc.
07B	Crafts, fiber	36	Senior Center	A facility or organization offering programs, care or services for people age 65 and over.
07C	Crafts, glass	37	Parks and Recreation	municipal agency which provides a variety of experiences for the population, administration of park facilities, services may include activities such as concerts, plays, participatory activities (e.g., ceramics, macramé, and other crafts)
07D	Crafts, leather	38	Government - Executive	The administrative branch of the government, federal, state, county, local, or tribal. Include grants to
07E	Crafts, metal	39	Government - Judicial	Judges and courts of law.
07F	Crafts, paper	40	Government - Legislative(House)	The representative body of government (commonly the House of Representatives) creating statutes/laws
07G	Crafts, plastic	41	Government -	The other legislative body of government (commonly the Senate) creating statutes/laws (include senators and
07H	Crafts, wood	42	Media - Periodical	A periodical publication (include
07I	Crafts, mixed media	43	Media - Daily Newspaper	
08	Photography	44	Media - Weekly Newspaper	
09	Media Arts	45	Media - Radio	
09A	Media Arts, film	46	Media - Television	
09B	Media Arts, audio	47	Cultural Series Organization	An organization whose primary purpose is presentation of single arts events or cultural series (e.g., Community
09C	Media Arts, video	48	School of the Arts	Any school which has arts education as its primary educational mission. Include magnet schools for the arts,
09D	Media Arts, tech/experimental	49	Arts Camp/Institute	An organization dedicated to camps, institutes or in-depth experiences for limited time duration (e.g., a
09E	Media Arts, screen/scriptwriting	50	Social Service Org	Governmental or private agencies designed to provide services addressing specific social issues (e.g., public
10	Literature	51	Child Care Provider	An organization providing child care.
10A	Literature, fiction	98	Data not provided	
10B	Literature, non-fiction	99	None of the above	
10C	Theater, playwriting	STAT	STATDESC	Descripton
10D	Literature, poetry	01	Individual	A person, not an organization.
11	Interdisciplinary	02	Organization-Nonprofit	Not engaged in profit-making activities (i.e., no part of the income or assets inure to the benefit of any director, officer, or employee except expenses as salary or compensation for services /travel).
12	Folk/Traditional Arts	03	Organization-Profit	Engaged in profit-making activities (i.e., income or assets do not inure to the benefit of directors, officers, employees, or stockholders).
12A	Folk/Traditional dance	04	Government-Federal	A unit of or individual associated with the federal
12B	Folk/Traditional music	05	Government-State	A unit of or individual associated with the state government or public school
12C	Folk/Traditional crafts/vis arts	06	Government-Regional	A unit of or individual associated with sub-state regional government.
12D	Folk/Traditional storytelling	07	Government-County	A unit of or individual associated with county government.
13	Humanities	08	Government-Municipal	A unit of or individual associated with municipal government.
14	Multidisciplinary	09	Government-Tribal	The governing authorities of tribes, bands, reservations or sovereign nations of American Indians/Alaska
15	Non-arts/Non-humanities	98	Data not provided	
98	Not provided	99	None of the Above	