



FY27 GUIDELINES TEACHING ARTIST GRANT

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

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www.centralmnartsboard.org

PROGRAM OVERVIEW

The Teaching Artist Grant program provides up to \$2,500 for individuals on the CMAB Teaching Artist Roster to conduct arts learning activities in community and classroom settings.

Funding for this program is provided by the [McKnight Foundation](#)

Proposals must contain the following components:

- Arts learning activities conducted with a core group
- A community component that invites and informs people to learn about or participate in the activities
- A designated staff member who supports learning activities

CMAB Program Outcomes:

1. Artists conduct arts learning activities that connect to new audiences and/or build relationships.
2. Artists receive income for instructional work.
3. Arts learning opportunities are accessible and inclusive, ensuring that all students can meaningfully engage in the arts
4. Regional residents learn new arts skills, techniques, awareness, or 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 \$2,500 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 the same services teachers or arts specialists must 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 learning activities for the same school/organization within a five-year period
- Applications with excessive AI-generated content may be deemed ineligible.

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 deadline(s) are ineligible. There are no exceptions to this policy.

ADVICE FOR APPLICANTS

The Teaching Artist Grant program is scored using three criteria: Artistic Merit & Quality, Demonstrated Need, 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.

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 artists with appropriate education/training and teaching experience.
- 2) Arts learners will benefit in meaningful ways because of their experience.
- 3) An underrepresented, cultural, innovative, and/or unique artistic discipline or method will be presented.

1. **Teaching Artist Profile**- provide the URL for your personal profile from CMAB's Teaching Artist Roster
2. **Proposal Name** – Provide a name for the activity and a brief description in 10 words or less.
3. **Start Date** – Activities described in the grant proposal must begin AFTER the board review date.
4. **End Date** – Activities must be complete within 12 months of the board approval date.
5. **Describe the Arts Learning activities**- Respond to the following prompts:
 - What is the theme, topic, or focus of the arts learning experience you will lead?
 - What will you teach or demonstrate and what will students do?
 - Include an example of the work that students will engage with or produce. (Upload 6 MiB).
6. **Location** – **Street** Address, City, State and zip code where the learning activity will take place.
7. **List any arts teaching you have conducted in this school/organization within the past five years.**
Teaching artists can provide no more than two CMAB funded learning activities for the same school/organization within a five-year period (Indicate N/A if not applicable).
 - Dates
 - Name(s) of each learning activity
8. **Name of Teacher/ Coordinator:** Person designated by the school/organization to oversee the proposed learning activity.
 - 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 Learning Activity** – 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, etc.
12. **Materials** - List necessary materials and how they will be made available.

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 specific interests and circumstances of the core group of learners.
 - 2) Needs of participants are understood and well addressed.
 - 3) Applicant has demonstrated that the learning activities will provide an arts opportunity not otherwise available for the identified core group.
 - 4) Arts Learning activities will create an impact that benefits the host organization.
13. **If providing arts learning within a K-12 school, identify state/national standards** addressed in this lesson. (or indicate N/A)
14. **How are these standards addressed in the regular school curriculum?** - MN law requires public schools to fund arts education, and CMAB funds may not be used to provide regular school curriculum. Arts Learning may reinforce, review, or introduce regular curriculum but cannot be the sole way to meet state arts education requirements. (or indicate N/A)
15. **Student Need** – How will these activities support and impact the learners? Why are these arts learning experiences appropriate for this group?
16. **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.

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 core group of learners.
- 2) The evaluation plan includes appropriate methods to measure and document proposal completion, effectiveness, and progress made toward outcome(s).

17. Measurable Outcomes - What skill or knowledge will students gain? What do you consider a successful result?

18. Evaluation Plan - How will you measure an outcome to determine its success? (i.e. before/after documentation, student responses, work samples, surveys, etc.). Please address each outcome.

PROPOSAL BUDGET

Applicants may request up to \$2,500 for eligible expenses. Total expenses may exceed the grant request, but applicants are only eligible to request a maximum of \$2,500. Teaching artists are independent contractors and designate their own rate of pay.

19. EXPENSES - Provide descriptions and calculations for expenses the CMAB Grant funds would support.

Eligible expenses include:

- **Planning time**
- **Instructional time**
- **Staff support and development** - Work with staff on assessment criteria, share tools and process to impact curriculum beyond the learning activity, etc.
- **Expendable supplies** and materials used during the learning activity

20. Expenses Exceeding Grant Request- Describe any learning activity expenses that exceed the Grant Request amount and how they will be covered.

21. Total Proposal Expense – All costs associated with the proposal. Round to the nearest dollar.

22. Amount Requested: Maximum grant request is \$2,500. Round to the nearest dollar.

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).
- **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. Include any additional information you want to provide about your race or ethnicity 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

AI POLICY

CMAB recognizes the growing use of artificial intelligence as an assistance tool for the grant application process. AI should not be used to fully generate art, application answers, or proposals. Applications with excessive AI-generated content may be deemed ineligible.

APPLICATION DRAFT REVIEW

Applicants may request a draft by CMAB staff to identify any concerns, **upon request** submitted via email (media@centralmnartsboard.org), 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 learning activity'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

Amendment: an adjustment to an approved proposal due to a change in date, location, budget, lead artist or other key personnel, or the activity's structure, theme, or purpose

Appeal: an official request by the applicant for the CMAB Board of Directors to reexamine the application review process for procedural errors that do not follow policy.

Applicant: an individual, group, organization, or local government organizing and implementing the proposal. (If two are involved, select one to be the lead/applicant.)

Artistic Merit: one's ability and dedication to expressing original thought and improving or demonstrating technical skill within a chosen artform

Core Group: A group of students who will participate in and experience the learning opportunity

Coordinator: person responsible for the successful completion of the proposal and all required forms and reports to CMAB.

Eligible: something that is permitted as part of the proposal or budget

Evaluation: a systematic determination of merit, worth, and significance of the stated outcomes to determine a proposal's strengths, weaknesses, and successes.

Final Report: a required form for all funded proposals that request information on proposal successes, evidence of funding acknowledgement, final budgets, and grant activity

Fiscal Year (CMAB): July 1st to June 30th

Ineligible: something that is NOT permitted as part of the proposal or budget

Outcome: a measurable change as a result of the successful completion of a project. An outcome can be qualitative (based on experience) or quantitative (based on data)

Proposal: a well-researched and organized activity or initiative

RAC DATA Collection: state required information that helps to determine who is receiving funds or benefitting from funded efforts

Regular Programming: Any arts service or activity consistently or regularly provided by an organization for three years or more

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

DIS1/PDIS1	DISCIPLINE	DIS1/PDIS1	DISCIPLINE	DIS1/PDIS1	DISCIPLINE
01	Dance	05B	Visual arts, graphics	08	Photography
01A	Dance, ballet	05D	Visual arts, painting	09	Media Arts
01B	Dance, ethnic/jazz	05F	Visual arts, sculpture	09A	Media Arts, film
01C	Dance, modern	06	Design arts	09B	Media Arts, audio
02	Music	06A	Design arts, architecture	09C	Media Arts, video
02A	Music, band	06B	Design arts, fashion	09D	Media Arts, tech/experimental
02B	Music, chamber	06C	Design arts, graphic	09E	Media Arts, screen/scriptwriting
02C	Music, choral	06D	Design arts, industrial	10	Literature
02D	Music, new-experimental, elec	06E	Design arts, interior	10A	Literature, fiction
02E	Music, ethnic	06F	Design arts, landscape arch	10B	Literature, non-fiction
02F	Music, jazz	06G	Design arts, urban/metro	10C	Theater, playwriting
02G	Music, popular	07	Crafts	10D	Literature, poetry
02H	Music, solo/recital	07A	Crafts, clay	11	Interdisciplinary
02I	Music, orchestral	07B	Crafts, fiber	12	Folk/Traditional Arts
03	Opera/Musical Theater	07C	Crafts, glass	12A	Folk/Traditional dance
03A	Opera	07D	Crafts, leather	12B	Folk/Traditional music
03B	Opera, musical theater	07E	Crafts, metal	12C	Folk/Traditional crafts/vis arts
04	Theater	07F	Crafts, paper	12D	Folk/Traditional storytelling
04A	Theater, general	07G	Crafts, plastic	13	Humanities
04B	Theater, mime	07H	Crafts, wood	14	Multidisciplinary
04C	Theater, puppetry	07I	Crafts, mixed media	15	Non-arts/Non-humanities
04D	Theater for young audiences				
04E	Theater, storytelling				
05	Visual arts				
05A	Visual arts, experimental				