



## ARTS EDUCATION GRANT GUIDELINES

### **Purpose**

Arts Education Grants are available to pre-school, elementary, middle and high schools in Cabarrus County to bring professional and local artists into the school setting for a residency of at least 3 days. The purpose of the Arts Education Grants is to supplement school curriculum and to awaken students' intellectual and creative curiosity. There must be a public component to these projects.

**Deadline for application: Noon on August 1.**

### **Eligibility**

Public and private schools in Cabarrus County may apply for Arts Education Grants.

### **Program Timeline**

Funded programs should be completed between July 1, 2018 and June 30, 2019

### **Grant Award**

Arts Education Grants are generally awarded for amounts of \$100 to \$500, although there are no prescribed restrictions.

### **Matching Requirements**

- Schools may apply for up to 50% of the cost of the program.
- Grant funds must be matched in cash. In-kind contributions may not be considered for matching purposes, but may be documented as additional evidence of support.

### **Funding**

- Arts Education Grants may support artistic expenses directly related to the program.
- Allowable fees include artists fees, marketing, promotion, travel, contractual fees, rental of equipment and other program-related costs.
- Schools may apply for one arts council grant per year.
- Arts Education Grants may NOT support programs that the school provides on a normal basis. These funds must be used only to help a school augment its usual arts offerings.
- Arts Education Grants fund project costs and may NOT be used for administrative or general operating costs.
- Funds may NOT be used for capital expenditures.
- Arts Education Grants may NOT be used for:
  1. Activities that are concurrent with the project that are not arts-related
  2. Food or beverages for hospitality or entertainment functions
  3. Internal school programs that do not reach out to the community



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### Evaluation Criteria

A community panel will evaluate the applications on the following criteria. All funding decisions are final.

- a. Artistic and program merit of the proposed project
- b. Use of professional artists or local artists
- c. Residency programs that bring professional artists to the school for three or more days, working each day with at least one consistent group of students are encouraged.
- d. Demonstration that the proposed project augments the school's usual arts program
- e. Demonstration of desire to expose students to a variety of art forms and artists
- f. Collaboration with other schools
- g. Clear and reasonable budget
- h. Program specific preparation and follow-up materials for teachers to use with students
- i. Community and family participation will strengthen application.

### Composing the Narrative

In the application narrative, address the evaluation criteria above when responding to the following. You may use up to two single-sided pages with 11 or 12 point font. Place your school's name at the top of each numbered page of the narrative. Use three-hole punch paper and attach with paper clips.

1. Describe your proposed arts program in relation to your school's art in education goals. Explain in a clear, concise manner what activities will occur, when and where the project will happen, and why it is important to your students.
2. Describe the artists selected and the process used for selection.
3. Provide a brief summary of your school's experience in presenting artists in the past two years.
4. Describe what you hope to accomplish through this program and how you will measure its success.

### Application Procedure

Applications must be received by the Cabarrus Arts Council's office in the historic Cabarrus courthouse, 65 Union Street South, Concord, NC (PO Box 809) by **noon** on **August 1**. This is not a postmark deadline. Applications will not be accepted by fax or e-mail. **Late or incomplete applications will not be accepted.** Submission guidelines are as follows:

- Applications must be typed in 11 or 12 point font
- The Narrative may be no more than two pages
- Applications and copies must be:
  - three-hole punched
  - bound with paper clips – no staples
  - assembled in the order indicated on the application form



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### Schedule

August 1	Grant applications due by noon
September	Panel meetings and organization interviews
October	Applicants will be informed of funding decisions. These decisions will still depend on the final amount received from Grassroots funding from the North Carolina Arts Council, a state agency.
November	When the state budget is finalized and Grassroots Grant amounts are assured, the Cabarrus Arts Council will notify organizations of any adjustments to grant amounts.
December - February	First check will be mailed to grant recipients. Grassroots funds are sent from the state in installments.
May 15	Final reports are due immediately following project completion and no later than noon on May 15

When the dates fall on a weekend, the due date will be the following Monday.