



## 2019-20 Request for Proposals

### BACKGROUND & OVERVIEW

NYC Public School Principals: Arts and Family Engagement grants promote school-based arts partnerships to not just expand arts opportunities for students, but to also boost parent, family, and community engagement around all aspects of students' education.

In annual arts data reported by schools, principals frequently cite challenges in creating opportunities for family engagement when implementing their school-based arts programs. At the same time, parents indicate in district-wide family surveys a strong desire to see more arts programs and/or learn more about the arts offerings at their children's schools. Arts and Family Engagement grants help address these challenges by funding projects that create family connections to the arts programs offered at school while building upon schools' existing arts partnerships and programming.

Sparkling new partnerships and leveraging schools' existing relationships with NYC arts and cultural organizations, the Arts and Family Engagement grant program offers schools funding to support innovative, arts partner-coordinated workshops, events, and other initiatives that:

- Showcase students' school-based, *Blueprint-aligned* arts experiences;
- Illuminate connections between student art and other academic learning;
- Engage students, parents and family, and others in art-making or learning activities; and
- Demonstrate the power and importance of the arts in the school setting.

All projects must be interactive, involving students, parents and family, and other members of the school community. By bridging the work between schools' Parent Coordinators and Arts Education Liaisons, Arts and Family Engagement grants also aim to foster collaboration and increase school capacity to carry out other arts and community outreach initiatives in the future.

### PROGRAM STRUCTURE AND BENEFITS

- **Funding:** Schools may request up to **\$2,500** to cover a project to take place during the 2019-20 school year, concluding no later than **June 2020**. Schools may only use grants to pay for services provided by their arts partner as outlined in their approved proposal.
- **Deliverables:** Grantee schools and their arts partners will deliver one or more workshops and interactive arts events involving parents, other family members, and the school community. Grantee schools will also be responsible for submitting a project summary report at the end of the 2019-20 school year.
- **Scheduling and Arts Focus:** Projects can take place in-school and/or after-school, and must involve student work resulting from *Blueprint-aligned* instruction in dance, music, theater, visual arts, and/or the moving image.

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## APPLICANT ELIGIBILITY

- Principals and assistant principals of non-charter, NYC public schools may apply. Schools serving all grades (Pre-K through 12) are eligible. District 75 and District 79 schools are also eligible. Since only one proposal per DBN may be submitted, principals of schools with multiple locations (e.g. District 75/79 schools) should consider needs and opportunities at all their school sites when developing their proposals.
- Priority consideration will be given to schools with meritorious proposals who have never applied or have never received arts partnership funding from the Office of Arts & Special Projects (OASP). While schools should collaborate with an arts partner in developing a proposal, arts organizations may not submit a proposal on behalf of a school.
- Applying schools must propose to work with one arts partner organization that has a demonstrated track record of providing high-quality, interactive arts experiences involving students, parents, and other family members. Schools may propose to work with any qualified DOE arts vendor; however, priority will be assigned to proposals featuring organizations who have a current, citywide DOE contract for Arts Education Services. To view a list of contracted vendors, [click here](#) and then select contract “**R1129** Arts Education Services” or “**R0891** Arts Education Services.”

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## SCHOOL COMMITMENT

- Grantee schools will commit to scheduling and support of the project, including submission of required reporting and supporting materials.
- School teams will include the school’s Arts Education Liaison and Parent Coordinator, who will regularly interface with the school’s selected arts partner.
- Schools will not use funding to off-set costs of current program commitments.
- School leaders must assure that appropriate work and event spaces (e.g. classroom, studio, or auditorium) are available for use by the arts partner and that spaces are programmed accordingly.

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## TIMELINE

Late April 2019	Arts+Family Engagement Request for Proposals released
May 13, 2019	Grant Info Session (see pg. 3 for details)
June 7, 2019	Applications submitted online by 11:59 PM
June - July 2019	Application review and grantee selection
August 2019	School notification
Sept. 2019 - June 2020	Projects implemented
June 15, 2020	End-of-Year Project Report due

## APPLICATION SCREENING & EVALUATION

Note that submitting an application does not guarantee funding. Submitted applications will undergo an initial screening process that will remove incomplete, improperly submitted, and otherwise ineligible applications from the applicant pool. Applications will then be evaluated competitively based on the following six criteria and weightings:

### 1. PROJECT DESCRIPTION (20%)

- Quality of arts learning to be showcased and how the work resulted from *Blueprint*-aligned arts instruction
- Plan to draw connections between student arts achievement and/or other academic learning
- Quality of interactive art-making or learning activities that would be offered in the family workshop or event(s)
- How the project builds upon school’s existing arts partnership(s) and programming

## APPLICATION SCREENING & EVALUATION (CONT.)

### 2. ARTS PARTNER SELECTION (20%)

- Experience in selected art form(s) and work with NYC public schools
- Whether organization is a DOE-contracted vendor for Arts Education Services
- Track record in delivering parent and family engagement programs around the arts
- Organization's prior working relationship with applicant school

### 3. PROJECT MANAGEMENT (20%)

- Strength of co-planning between school and arts partner
- Collaboration between school's assigned Arts Education Liaison and Parent Coordinator
- Strength of strategy to ensure student and family participation
- Plan to document and evaluate program's success and challenges

### 4. REACH AND IMPACT (20%)

- Extent to which project would address school challenges around family engagement
- Strength of school's goals around parent engagement and the arts
- Extent and quality of interactivity between students, family, and school community

### 5. BUDGET (15%)

- Clarity and appropriateness of proposed expenses
- Any proposed cost-sharing by school and/or arts partner
- Fit between costs with proposed benefits/service

### 6. OTHER FACTORS (5%)

- Overall thoughtfulness and school's level of care invested in proposal preparation and submission
- Grant funding requested per student served, relative to other applications' funding requests
- Superintendent's endorsement (as indicated by signature on Signatures page at time of proposal submission)

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## GRANT INFO SESSION

Applying schools—especially first-time applicants—are encouraged to attend an optional Arts Partnership Grant Info Session on May 13 at the Museum of Jewish Heritage. The Grant Info session is offered as part of the 2019 Arts & Cultural Education Services (ACES) Fair—a DOE event where School Leaders, Arts Education Liaisons, and Parent Coordinators are invited to meet with various organizations from the NYC arts and cultural community. Pertinent details are below:

2019 ACES Fair / Arts Partnerships Grant Info Session

Monday, May 13, 2019

1:00 - 1:45 PM

The Museum of Jewish Heritage – A Living Memorial to the Holocaust

36 Battery Pl

New York, NY 10280

Schools interested in attending the Grant Info Session should send at least one school representative to the ACES Fair. Attendees may register for the ACES Fair/Info Session at: [tinyurl.com/ACESFair2019](http://tinyurl.com/ACESFair2019).

## FREQUENTLY ASKED QUESTIONS

### **We are not currently working with an arts partner, are we eligible to apply?**

Yes, starting in 2019-20, a school has the option to request Arts+Family grant funding to form a new partnership with an arts organization the school has not worked with in the past, or to expand an existing arts partnership to include more parent and family engagement arts opportunities.

### **My school was selected for other DOE Arts funding, are we eligible to apply?**

Yes, however, priority will be given to applying schools who have not received funding via other DOE arts partnership grant programs (e.g. *Arts for ELLs and Students with Disabilities* program).

### **How do I select my partner arts organization?**

A good starting point would be to view a list of organizations who have a current DOE contract for Arts Education Services (see Eligibility section above) since priority will be assigned to projects involving these organizations. In exploratory conversations with a potential partner, ensure that the organization has a demonstrated track record of delivering high-quality interactive arts experiences involving students, parents, and other family members. You might also consult the DOE's Arts and Cultural Education Services (ACES) Guide ([click here](#) to view), which contains information on more than 200 NYC arts organizations (note that not all organizations listed in the ACES Guide are DOE-contracted vendors for Arts Education Services).

### **Who will receive the funding and how may it be used?**

Grantee schools will receive funding as a direct allocation in Galaxy that will be object-code restricted to pay only for services provided by their arts partner. Schools must cover all other associated project expenses (e.g. supplies, materials, other resources not provided by the arts education partners). Due to internal DOE spending deadlines, grantees must be prepared to process a purchase order with their arts partner shortly after receiving their allocation.

### **Can my proposed arts education partner submit our schools' application on my behalf?**

No, schools must take the lead in the application process. Therefore, applications must be reviewed and submitted online by either school principals or assistant principals. To facilitate collaboration among stakeholders during application preparation, principals may share the list of application questions among the appropriate parties so that responses can be prepared before the principal or assistant principal completes the online submission process.

### **May we apply to more than one DOE Arts Partnership Grant Program?**

The Office of Arts and Special Projects currently offers two Arts Partnership Grant programs: Arts for ELLs and SWD and Arts+Family Engagement. Each school may submit one proposal per grant program (for which it is eligible) per year.

## ADDITIONAL QUESTIONS

Direct grant program questions to Ben Espinosa, Arts Partnership Manager, at (917) 521-3746 or [bespinosa@schools.nyc.gov](mailto:bespinosa@schools.nyc.gov). School leaders are also encouraged to reach out to their [Borough Arts Directors](#) for additional guidance and any arts instructional inquiries specific to their schools.

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## APPLICATION GUIDELINES

Completed applications must be submitted by **11:59 PM on Friday, June 7, 2019.**

Submissions may only be made by school principals or assistant principals via the online application form. Late, incomplete, or improperly submitted applications will not be considered. The online application form may be accessed at:

[www.cvent.com/d/c6q5s3](http://www.cvent.com/d/c6q5s3)

Each school may apply only once per application cycle. In preparation for the online submission, a list of questions that will appear online are provided below. School leadership is encouraged to consult teachers, other school staff, community members, proposed arts education partners, and other relevant stakeholders with these questions in mind so that application responses can be prepared well before the principal or assistant principal completes the online submission process.

### APPLICATION QUESTIONS

The following questions will appear on the online application and are provided for reference purposes only.

#### SCHOOL INFORMATION

- DBN:
- School Name:

#### ARTS ORGANIZATION INFORMATION

- Organization Name:
- Executive Director Name and Email
- DOE Contract number:
- Tell us about your arts partner. In your description, ensure you describe your partner's:  
a) Experience in selected art form(s) and work with NYC public schools; b) Experience in family engagement programs around the arts; and c) Working relationship with your school, including what kind of student work/experiences have been produced by your partnership (1,500 characters with spaces, max)

#### PROJECT DESCRIPTION

- Arts Discipline: (Dance, Music, Theater, Visual Arts, and/or Moving Image)
- Describe your proposed project. Ensure you discuss: a) Student work to be showcased and how the work results from *Blueprint*-aligned arts instruction; b) Plan to draw connections between student art and other academic learning; c) Interactive art-making or learning activities that would be offered; and d) How the project builds upon school's existing arts partnership(s) and programming (3,000 characters with spaces, max)

#### STUDENT & FAMILY REACH AND IMPACT

- Indicate the grade level(s) of students served (Pre-K, Elem, Middle School, High School)
- Describe your proposed project's reach and impact. Ensure you discuss: a) How the project would address school challenges around parent/family engagement; b) Goals around parent engagement and the arts; and c) Proposed interactivity between students, family, and school community (1,500 characters with spaces, max)
- Enter estimates for:
  - Projected # of students served:
  - Projected % English Language Learners:
  - Projected % Students with Disabilities:
  - Projected # of parent/family members served:
- Projected # of other members of school community served:

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## APPLICATION GUIDELINES (CONT.)

### PROJECT MANAGEMENT

- How will you ensure project success and implementation? Ensure you discuss: a) How co-planning between the school and your arts partner will take place; b) Collaboration between school's assigned Arts Education Liaison and Parent Coordinator; c) Your strategy to ensure student and family participation; and d) Plan to document and evaluate program's success and challenges (1,500 characters with spaces, max)

### PROJECT SCHEDULE AND FUNDING

- Anticipated START date:
- Anticipated END date:
- Number of events involving parent and family members:
- Funding Requested (Important: Since grant funds may only be used for services provided by arts partners, ensure you consult your proposed arts partner when completing this section. Values represented here reflect the amounts that would be paid directly to your proposed arts partner):
  - Arts partner teaching artist(s) and personnel:
  - Supplies, materials, document reproduction (provided by arts partner):
  - Food and refreshments (provided by arts partner):
  - Arts partner administrative overhead:
  - Other expenses to be incurred by arts partner:
  - Total Funding Requested: Cannot exceed \$2,500:
- Budget Notes (optional): Add any clarifying remarks about your proposed budget including any expenses that your arts partner would cover and other notable expenses that schools would be covering with their existing school budgets (1,500 characters with spaces, max).

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### SIGNATURES

- Please upload a scanned copy of the Signatures Page (see last page), complete with signatures from the principal, Arts Liaison, Parent Coordinator (all three required), the executive director of the proposed arts education partner (required), and superintendent (optional). Note that the scanned copy must clearly show hand-written signatures; typed-in and other digital signatures are not acceptable.

### AVOID COMMON PROPOSAL PITFALLS

Applicants are strongly encouraged to take the time when preparing a proposal to review responses for completeness and accuracy before submitting, as only one proposal may be submitted per school and no revisions can be made after submission.

Check especially for the following proposal pitfalls, which will result in disqualification and/or an especially poor proposal evaluation:

- Submitting excessive narrative content that was not written by you or your school team (proposals flagged by evaluators as plagiarized, copied, or templated content will be disqualified)
- Budgets/narratives referencing unclear or unallowable proposed use of grant funds
- Signatures on the Signatures Page that are missing, typed-in, illegible, or otherwise not acceptable
- Narrative responses that are inadvertently truncated because they exceed the maximum allowable length
- Spelling errors, grammatical mistakes, and other typographical errors



## 2019-20 Proposal | Signatures Page

By signing this application, we commit to supporting the arts partnership detailed in our proposal. In addition, we will submit all required reporting and supporting materials as indicated in the Arts and Family Engagement program guidelines.

### APPLICANT SCHOOL

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Name: \_\_\_\_\_

DBN & School Name: \_\_\_\_\_

Arts Liaison Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Arts Liaison Name: \_\_\_\_\_

Parent Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Coordinator Name: \_\_\_\_\_

### ARTS ORGANIZATION

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

### SUPERINTENDENT\*

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Name: \_\_\_\_\_

District Number or Name: \_\_\_\_\_

\* Superintendent signature is not required; however, please note that projects will be selected in part on whether the proposal reflects the superintendent's endorsement at the time of submission. Even if you are unable to obtain your superintendent's signature, please ensure that she or he is aware of your intent to apply.

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Note to applying school: A scanned copy of this completed Signatures Page, along with your application responses must be submitted via the online application form by **11:59 PM on Friday, June 7, 2019**. Signatures must be handwritten; typed and other digital signatures are not acceptable. Please review the program guidelines for additional information. Questions about the program may be directed to [bespinosa@schools.nyc.gov](mailto:bespinosa@schools.nyc.gov).