

2019-20 Continuation Grant Request (CURRENT GRANTEES)

PROGRAM OVERVIEW

NYC Public School Principals: The Office of Arts & Special Projects is pleased to offer current Arts for ELLs and SWD grantee schools priority funding consideration to help sustain their work beyond the current school year. The Arts for ELLs and SWD grant program helps schools build arts partnerships that expand arts opportunities for diverse groups of student participants, with a focus on English Language Learners (ELLs) and Students with Disabilities (SWD). Through this program, schools receive grant funding to work with experienced, local arts organizations to implement school-based arts residencies that enhance student achievement in and through the arts, while developing and promoting best practices in arts education.

In addition to promoting student arts achievement, this program aims to provide ELLs and SWD with other academic, social, and emotional supports that result from high arts involvement and increased contact with students' non-disabled peers and native English speakers. Finally, projects should also be developed with the goal of fostering strong, lasting partnerships between schools and their arts partners beyond an initial period supported by grant funding.

ELIGIBILITY FOR CONTINUATION FUNDING

- Only principals and assistant principals of schools currently receiving Arts for ELLs/SWD grant funding may apply. Schools must be in good standing with the Office of Arts & Special Projects (prior grantee reports timely submitted, satisfactory grantee/funding history, etc.)
- Schools must propose to work with the same arts organization in 2019-20.
- Schools must request no more than 50% of their current grant award and provide a plan for how the school will cover the remainder of anticipated project costs in 2019-20.
- Schools must propose a comparable or an expanded project scope for 2019-20. In other words, schools may not reduce the level, frequency, and rigor of arts services currently provided through their arts partnership despite a reduction in grant funding.
- Current grantees who would like to propose work with a different organization, request different funding levels, and/or make significant changes to their project scope may consider submitting a new application instead. Note however such proposals would lose priority funding status and would only be considered should any funding remain after all other meritorious priority projects are funded (to view application guidelines for new applications, [click here](#))
- Note eligible schools may submit for consideration either a continuation application or a new application; schools may not submit both.

FUNDING RESTRICTIONS

Schools may not use grants to supplant existing or planned school investments toward arts partnerships. In addition, grants may not be used for school facility or capital improvements. Funding will be provided to grantee schools via a Galaxy allocation and will be object-code restricted to pay only for direct student services provided by their arts partner. All other project expenses, such as additional DOE per session hours, or supplies, materials, and other resources not already provided by arts partners as part of the approved residency, must be covered by grantee schools.

APPLICATION
DEADLINE

FRIDAY
JUNE 7, 2019

GRANT INFO
SESSION

MONDAY
MAY 13, 2019
(details pg. 3)

DELIVERABLES

Grantee schools must provide a detailed project report at the end of the school year. In collaboration with their arts partners, grantees are also expected to develop *Blueprint*-aligned curriculum resources (e.g. lesson/unit plans, other instructional materials) that may be used at their schools during and beyond the grant-funded period. Arts partners are expected to deliver school-based residencies that are aligned with these curriculum plans. All project documentation and copies of curriculum materials must be provided to the Office of Arts and Special Projects upon request.

TIMELINE

Late April 2019	Arts for ELLs and SWD guidelines 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

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FREQUENTLY ASKED QUESTIONS

Our school received funding this year; can we request funding to work with a different arts partner organization next year?

Schools who've never received grants in the past and schools who are proposing to sustain their existing partnerships (with the same partner) into the next school year will receive priority consideration for funding. Current grantee schools who would like to propose significant project changes (e.g. working with different partners) have the option to submit a new proposal; however, such requests would only be considered should any funding remain after all other meritorious priority projects are considered (to view application guidelines for new applications, [click here](#)).

May we request funding covering a period beyond a school year?

Due to DOE budget-related time constraints, funding requested through this application should cover a period spanning between the upcoming school year (July - June). After a year of approved funding, grantee schools will have an opportunity to re-apply annually for up to two additional years of funding, for a maximum period of grant support of three years.

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. Grantees are responsible for processing a DOE purchase order with their approved arts partner for services aligned with their approved project proposal. In addition, a fixed per session allowance of approx. 24 teacher hours will also be provided per school to offset costs for such activities as planning, meetings, and curriculum review. 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 and are expected to process purchase orders with their approved arts partners shortly after receiving allocations.

FREQUENTLY ASKED QUESTIONS (CONT.)

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

No, school leaders must take the lead in the application process. Therefore, proposals must be reviewed and submitted online by either school principals or assistant principals only. However, to facilitate collaboration among stakeholders, 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.

Will I be able to return to a partially completed proposal through the online application?

Yes, the online application saves any entered information before clicking on the "next page" button at the bottom of each page of the online application. However, we recommend reviewing all the application questions in advance and then doing all of your proposal writing in MS Word, utilizing the word count, and copy editing tools beforehand. This way, you would have a saved copy of your work and have all of your responses already prepared before submitting via the online application form.

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. If applying for Arts for ELLs/SWD funding, eligible schools may submit for consideration either a continuation application or a new application; schools may not submit both.

ADDITIONAL QUESTIONS

Please direct questions about the Arts for ELLs/SWD grant program to Ben Espinosa, Arts Partnership Manager, at (917) 521-3746 or 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.

GRANT INFO SESSION

Applying schools—especially first-time applicants—are strongly encouraged to attend an optional Arts Partnership Grant Info Session. The Grant Info session is offered as part of the 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.

CONTINUATION APPLICATION GUIDELINES

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

To request continuation funding in 2019-20, first prepare a **cover letter** that describes:

- Project activities and arts instructional goals for 2019-20
- How activities would build upon the work carried out in the previous year
- New strategies you and your partner will employ to address challenges you observed last year and to improve overall project impact
- Clarifying notes to accompany your project budget, including your school's plan for covering the costs of your partnership that wouldn't be covered by the grant

**APPLICATION
DEADLINE**

**FRIDAY
JUNE 7, 2019**

Cover letters must be typewritten and prepared on school letterhead, no longer than two pages, and signed by the school principal and a director representing your approved partner arts organization. Submit your cover letter electronically and complete the brief continuation application form via the following link:

www.cvent.com/d/86qv81

**GRANT INFO
SESSION**

**MONDAY
MAY 13, 2019
(details pg. 3)**

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 (must be the same approved partner from the current year):
- Executive Director contact information:

SCHOOL SUBMITTER'S ROLE

- (Principal or Assistant Principal)

COVER LETTER UPLOAD

- Upload a scanned, PDF copy of your cover letter requesting continuation funding for the upcoming school year

APPLICATION GUIDELINES (CONT.)



PROJECT INFORMATION

- Arts Discipline: (Dance, Music, Theater, Visual Arts, and/or Other)
- Residency Start: (Month/Year)
- Residency End: (Month/Year)

PROJECT REACH

- Enter projected numbers of students served and amount of arts instructional hours to be provided over the course of your proposed project. (fillable table)

	<i>Total number of students</i>	<i>Of the total, how many English Language Learners?</i>	<i>Of the total, how many Students w/Disabilities</i>	<i>Number of arts instructional hours to be provided (avg. per student)</i>
Grade Pre-K to 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grade 6 to 8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grade 9 to 12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ungraded	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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PROJECT BUDGET

- Total Project Cost (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. If approved for funding, values represented here reflect the amounts that your school would pay directly to your approved arts partner. Note that this means the DOE per session allowance that that would be extended to a grantee school should not be included here):
 - Arts partner teaching artist(s) and personnel:
 - Supplies, materials, document reproduction (to be provided by arts partner):
 - Food and refreshments (to be provided by arts partner):
 - Arts partner's administrative overhead (not to exceed 15% of total request):
 - Other expenses to be incurred by arts partner:
 - TOTAL PROJECT COST:
- Of the Total Project Cost, the amount GRANT FUNDING would cover:
 (Important: Requested funds cannot exceed 50% of your current year's grant allocation. Any requests exceeding 50% will be disqualified):
- Of the Total Project Cost, the amount your school and/or other sources would cover:
- (In your grant cover letter, ensure you provide clarifying notes to accompany this project budget, including your school's plan for covering costs that would not be covered by the grant.)