

## 2019-20 Request for Proposals (NEW APPLICANTS)

### PROGRAM OVERVIEW

NYC Public School Principals: 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.

Projects supported through the Arts for ELLs/SWD grant program must:

- Create a new or expand an existing partnership between a school and an arts organization with experience serving ELLs and/or SWD
- Consist of a school-and- partner collaboration to deliver arts-based learning aligned with the *Blueprints for Teaching and Learning in the Arts* ([click here](#) to view)
- Serve diverse student participant groups, with an emphasis on expanding arts outreach to a school’s ELLs and/or SWD population
- Feature a multi-week, school-based arts residency designed around *Blueprint*-aligned instruction in dance, music, theater, and/or visual arts

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

- Only 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) are encouraged to consider needs and opportunities at all their 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 dance, music, theater, and/or visual arts education instruction to ELLs and SWD. 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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## FUNDING AND INITIAL GRANT PERIOD

Schools may request between **\$3,000** and **\$15,000** to cover a multi-week, school-based arts residency that is to take place during the 2019-20 school year, concluding by **June 2020**.

Each grantee school will also be provided a fixed DOE staff per session allocation to help defray costs of DOE staff time outside the school day for such activities as project planning, oversight, meetings, and curriculum review. This per session allowance is separate and provided in addition to a school's approved funding request. For reference, each grantee school in the most recent school year was provided with \$1,082, to support up to approximately 21 hours of teacher, paraprofessional, parent coordinator, or supervisor project-related DOE per session.

## THREE-YEAR MAXIMUM PERIOD OF SUPPORT

Schools that are approved for Arts for ELLs/SWD funding 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. Note that after three consecutive years of Arts for ELLs/SWD grant funding, grantee schools will not be eligible for further Arts for ELLs/SWD funding for a period of three school years.

## 50-50 MATCH REQUIREMENT AFTER FIRST YEAR

Any continuation funding provided beyond the first year (including DOE teacher per session) will be provided at a rate of 50% of the original grant amount per year. The reduced funding structure is intended to promote partnership sustainability by encouraging schools to begin absorbing more of the costs of their arts partnerships after an initial year of funding.

## 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.

## 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 Request for Proposals released
May 13, 2019	Grant Info Session (see pg. 4 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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## 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/RESIDENCY DESCRIPTION (20%)

- Quality of instructional focus, goals, learning arc, alignment with the *Blueprints for Teaching and Learning in the Arts*, and how the project connects with the unique needs and interests of participating students
- Appropriateness with cohort's unique student needs and characteristics of the school
- Overall likelihood project would increase arts achievement among participating students
- Extent to which project would offer other academic and/or social-emotional supports among participating students

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

- Whether organization is a DOE-contracted vendor for Arts Education Services
- Organization's experience in selected art form(s) and work with NYC public schools
- Organization's and/or assigned teaching artist(s)' track record in delivering arts education services for ELLs and SWD
- Organization's prior working relationship with applicant school

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### 3. PROJECT REACH (20%)

- Thoughtfulness of student selection plan, including proposed representation of ELLs and/or SWD relative to school's student population
- Residency duration, frequency of partner visits, and potential to deliver meaningful arts instructional time per student participant (priority will be assigned to longer-duration projects featuring regular, frequent visits by arts partner teaching artists)
- Likelihood of and strategy for strong student attendance, participation, and engagement, with priority assigned to residencies that would take place during the school day

### 4. PROJECT MANAGEMENT (20%)

- Extent of involvement of school-based staff
- Strength of co-planning and co-teaching between school instructional team and arts partner teaching artists
- Plan to ensure availability of adequate space for arts learning, performance, display, and celebration
- Quality of plan to document and evaluate program's success and challenges
- Strategy to ensure and track student and family participation

### 5. BUDGET (15%)

- Clarity, justification, and appropriateness of proposed arts residency expenses
- Any proposed cost-sharing/cost-matching by school and/or arts partner (priority will be assigned to projects where schools contribute toward costs of the residency that are not already be covered by their grant)
- Fit between costs with proposed benefits/service

### 6. OTHER FACTORS (5%)

- Overall thoughtfulness and school's level of care invested in proposal preparation/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)

## 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

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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).

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## FREQUENTLY ASKED QUESTIONS

### How do I identify and 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 serving diverse student populations, including ELLs and SWD. 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).

### May we propose working with an existing cultural partner?

Yes, we view a positive working history with an organization as a potential indicator of project success. However, in these cases, ensure your project narrative is clear about how grant funding would expand or otherwise enhance the existing partnership, since grant funding cannot be used to supplant your school’s existing expenses.

### How do I select students?

Your student selection plan will form an integral part of your proposal. It should reflect thoughtful consideration of how to create a diverse mix of project participants that reflects your school community. Note that ELL and/or SWD representation in your proposed cohort should at a minimum, be reflective of your school’s overall ELLs and/or SWD population (e.g. if your school population includes 50% ELLs and 25% SWD, your proposed project should serve a group of students that includes 50% or more ELLs and/or 25% or more SWD).

### 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.

## FREQUENTLY ASKED QUESTIONS (CONT.)

### **Our school received funding this year, and we would like to continue the partnership into next year; do we need to submit a brand new proposal?**

No, schools requesting continuation funding (50% funding) should submit a continuation proposal, which would be prioritized for consideration. Continuation proposals must feature the same arts partner organization, a comparable project scope, and a plan for how the school will cover 50% of projects costs if approved. For more information on the submitting a continuation proposal, [please visit this page](#).

### **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.

### **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.

### **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.

## **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](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/r6qv7m](http://www.cvent.com/d/r6qv7m)

Each eligible school may apply only once per grant program per school year. 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:
- English Language Learners: Percentage of student population:
- Students with Disabilities: Percentage of student population:

#### ARTS ORGANIZATION INFORMATION

- Organization Name:
- Executive Director Name and Email:
- Describe your proposed partner's: a) Experience in selected art form(s) and work with NYC public schools; and b) Any prior working relationship with your school (750 characters with spaces, max)
- Describe your proposed partner's specific experience delivering arts education services for ELLs and/or SWD (1,000 characters with spaces, max)

#### PROJECT DESCRIPTION

- Arts Discipline: (Dance, Music, Theater, Visual Arts, and/or Other)
- Residency Start: (Month/Year)
- Residency End: (Month/Year)
- Engagement Frequency: How often will your partner be visiting your school? (Every day; Twice a week or more; Once a week; or A few times a month)
- Describe your proposed project. Ensure you discuss: a) Arts instructional focus, goals, and learning arc, including alignment with the *Blueprints for Teaching and Learning in the Arts*; b) How the project addresses student needs, interests, and characteristics of the school; and c) Other academic, social, and/or emotional supports that would be provided (3,000 characters with spaces, max)

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## APPLICATION GUIDELINES (CONT.)

### 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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- Describe your proposed project's reach: a) How you will select your student participants and why you selected this group; b) How you will ensure student attendance and participation; and c) How you will ensure the delivery of meaningful arts instructional time per student given your proposed cohort size (1,500 characters with spaces, max).

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### PROJECT MANAGEMENT

- How will you ensure your project is carried out as proposed? Ensure you discuss: a) Which school-based staff will be involved in project monitoring and implementation; b) How you will facilitate co-planning between school staff and the arts partner; c) Your strategy to track and ensure student and family participation; and d) Plan to document and evaluate the project's success and challenges (2,000 characters with spaces, max)

### PROJECT BUDGET

- 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. 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 funding request (must range between \$3,000 and \$15,000):
- Budget Narrative: Describe how estimates for each budget category were calculated (e.g. day rate, hourly rate, per student rate, etc.). Also provide 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 (2,000 characters with spaces, max).

## APPLICATION GUIDELINES (CONT.)

### PROJECT BUDGET (cont.)

- Three Competing Bids (for schools proposing to work with a non-contracted arts provider): If proposing to work with a non-contracted arts provider, provide information on two other organizations you also considered who offered comparable services but at a higher total cost than your proposed arts partner:
  - Organization #1
    - Name of Organization:
    - Contact Phone/Email:
    - Quoted total cost of services:
  - Organization #2
    - Name of Organization:
    - Contact Phone/Email:
    - Quoted cost of services:

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### SIGNATURES

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

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## 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 reflecting 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

If approved for funding, our signatures below reflect our commitment to support the implementation of the arts partnership detailed in our proposal, including, but not limited to:

- Scheduling and Administration: Committing to scheduling and support of the project, including submission of required reporting and supporting materials, and upon request, accommodation of a site visit by Office of Arts and Special Projects.
- No Supplanting: Not using grant funds off-set costs of current program commitments.
- Space Use: Ensuring appropriate work and event spaces (e.g. classrooms, studios, auditoriums) are available for use by the arts partner and that spaces are programmed accordingly.

### APPLICANT SCHOOL

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

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

DBN & School 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 hand-written; 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).

# Accessibility Report

Filename: 2020-quick-reference-guide-for-survey-coordinators\_ADA.pdf

Report created by: [Enter personal and organization information through the Preferences > Identity dialog.]

Organization:

## Summary

The checker found no problems in this document.

- Needs manual check: 2
- Passed manually: 0
- Failed manually: 0
- Skipped: 1
- Passed: 29
- Failed: 0