

PAE ~ **TAP** ~ NYS

Partners for Arts Education
Technical Assistance Program
Grants
PARTNERS *for*

to strengthen
arts-in-education partnership practices
for NYS Schools,
Teaching Artists or Cultural Organizations

EDUCATION

Funding can be requested for consultant assistance in the following areas:

Partnership Planning and Collaboration
Arts-Integrated Curriculum Design
Program Evaluation and Student Assessment
Professional Development and Capacity Building

TAP Mission

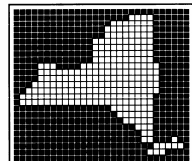
TAP supports the exchange of professional expertise among New York State schools, cultural organizations, teaching artists and consultants to promote the continued growth and improvement of long-term, in-depth partnerships centered on teaching and learning in and through the arts to benefit pre-K through 12th grade children. The New York State Council on the Arts' (NYSCA) Empire State Partnerships (ESP) Arts in Education program is the model by which we measure success.

Deadlines in September, November, January, March, May and July

PARTNERS *for*
ARTS
EDUCATION

Contact: Sue Stonecash
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www.arts4ed.org

State of the Arts



NYSCA

Technical Assistance Program information:

2008-09 Deadlines: September 15th, November 17th, January 15th, March 16th, May 18th and July 1st

TAP Grant Types

(1) GENERAL TAP GRANT:

If your arts-in-education (AIE) partnership needs help to develop specific skills and you have identified a resource (consultant or program) that you believe may be useful in the development of those skills, you can apply for a **General TAP Grant**. You can ask for up to \$3000 for a TAP Grant to cover the expenses associated with the professional exchange or activity.

The resource could be a professional consultant, someone from another partnership, or an organization that you believe will be of assistance. You may have identified the individual through working with your regional Arts-in-Education Roundtable, through PAE, through another arts-in-education agency or from personal contacts.

(2) SFB TAP GRANT: Strategic Foundation Building Retreat (SFB)

SFP TAP supports consultant time with one of NYSCA's trained SFB Retreat Facilitators, who will help your partnership plan, implement, and document a Strategic Foundation Building Retreat.

For more information about the retreats, go to

http://www.espartsed.org/resources/Strategic_Foundation_Building_Retreats.doc

Applicants who are funded by NYSCA in the ESP School-wide Arts categories are **not** eligible to apply for this grant.

(3) ETSL TAP GRANT: Evidence of Teacher and Student Learning (ETSL) training

ETSL TAP supports consultant time with NYSCA's ETSL trainers so that your partnership can develop the skills and knowledge necessary to effectively use the ETSL template to plan, assess, and document arts-integrated units of study.

Go to http://www.espartsed.org/resources/ETSL_Temp_10-07.ppt to view the ETSL template design and instructions. There is also more information at

http://www.espartsed.org/evidence_of_teacher_and_student_learning/index.php

Applicants who are currently funded by NYSCA for ETSL training are not eligible to apply for this grant through Partners for Arts Education. The list of NYSCA subsidized ETSL trainings can be found at http://www.arts4ed.org/funding/TAP/TAP_index.shtml. Partnerships NOT on that list can apply to PAE for ETSL TAP.

If awarded, payment will be made to the designated TAP grant-recipient contact person. They will be responsible for disbursing the funds to the appropriate parties.

(4) SCHOLARSHIP TAP GRANT

If there is a conference or specialized training you wish to attend in order to develop your skills in a particular AIE area, you can apply for a **TAP Scholarship**. NYSCA-sponsored events are covered in TAP Type 5, below.

You can ask for up to \$1000 to cover registration fees, travel, food and lodging for the event.

If awarded, payment will be made directly to the applicant upon receipt of a reimbursement form with receipts attached.

(5) NYSCA-SPONSORED EVENT TAP GRANT

NYSCA AIE-supported events, such as the CommonGround annual conference, the Empire State Partnerships Summer Seminar, Arts in Education Regional Roundtable events, ESP Regional Learning and Leadership Network events, and New York State Alliance for Arts Education (NYSAAE) events, are eligible for TAP funds up to \$500 to cover the **expenses for travel, food and lodging** for the event. Registration fees for these events are **not** covered by TAP funds.

If awarded, payment will be made directly to the applicant upon receipt of a reimbursement form with receipts attached.

ELIGIBILITY CRITERIA / REQUIREMENTS / PROCESS for application to the Technical Assistance Programs:

- Applicants can be a(n):
 - NYS Educator or educational institution;
 - NYS teaching artist;
 - NYS cultural organization staff/volunteer;
 - Existing or potential arts-in-education partnership.
- The request must directly support Arts in Education partnership work between schools and their cultural partners.
- The applicant of record may be awarded one TAP grant per year.
- The applicant must contact PAE with notification of an intention to apply prior to submitting the application.
- The activity applied for must indirectly benefit pre-K –12th grade New York State students.
- The majority of project activities must take place within 9 months of the award.
- A Project Activity / Budget Report is due 30 days after the completion of the work.
- Application Process:
 1. Read this document, *Guidelines for TAP Application 2008-09*, in its entirety.
 2. Download and save a copy of the *TAP Application Form*
 3. Fill in the *TAP Application Form* entirely. The form fields are expandable.
 4. Create your **application package**. It will include:
 - The completed *TAP Application Form*
 - Resumes of any consultants named in the application
 - Proof of not-for-profit status from any cultural organization(s) named in the application
 - Brochures or descriptions of any workshops, seminars, and/or programs named in the application
 - Completed signature page.
 5. Send one hard copy of the application package to the PAE office postmarked by the deadline date.

Partners for Arts Education
501 West Fayette Street
Delavan Studio 221
Syracuse, NY 13204
 6. Send the *Application Form* and as much of the rest of the Application Package as you can by [e-mail](#) attachment by midnight of the deadline day.
 7. Make sure that you receive an e-mail from PAE confirming the receipt of your application materials.
 8. PAE staff will review the application materials to confirm eligibility and completeness. Incomplete applications will not be considered.
 9. An advisory panel will evaluate applications based on the evaluative criteria given on page 4 of this document.
 10. The advisory panel will make funding recommendations to Partners for Arts Education. In the case of CommonGround Conference applications, a lottery of all eligible applicants will determine the awards.
 11. Applicants will be notified of the panel decision within four weeks of the application due date.

PLUS FACTORS: Priority is given to applicants who:

- demonstrate efforts to develop a comprehensive approach to arts in education;
- show alignment with professional practices disseminated by the New York State Council on the Arts, Empire State Partnerships, CommonGround conference, and/or the NYS Education Department;
- reside in rural counties or serve students with “special needs,” including those at risk, hearing-impaired, gifted or with limited access to arts;
- serve minority populations or who are from minority-led organizations;
- show some local support for the project with matching funds identified in the budget.

TAP WILL NOT SUPPORT:

- staff positions or projects that appear to provide for staff positions;
- residency projects that involve direct contact between teaching artists and children;
- the purchase of equipment or the production expenses for marketing materials;
- more than one TAP award per applicant per grant type per year.
- applicants with overdue final reports on previous PAE projects.
- Registration fees for NYSCA sponsored AIE events.

EVALUATIVE CRITERIA the panel will use to evaluate the answers to the narrative questions on your proposal:

(See the Application Form for the narrative questions)

Question 1: Is there a strong professional or programmatic need for this project to take place? If so, to what extent will the proposed activities meet the need?

Question 2:
Are the goals clearly stated?

Question 3:
Are the stated outcomes specific? Will the applicant be able to integrate the results of the project into an existing arts-in-education program or a community of professionals?

Question 4:
Is there evidence of a plan for how to evaluate the effectiveness of the funded activities? (App. Question 4)

Question 5:
Are the resumes of any consultants that will be funded by this grant included? Does their expertise match the stated needs of the applicant?

Question 6:
Will the beneficiaries of this work be members of an underserved population (i.e. rural, special needs, at risk, hearing-impaired, gifted, minority or populations with limited access to arts-based learning)? (App. Question 6)

BUDGET INFORMATION

Request amounts for TAP programs:

TAP Grant - General	up to \$3000
SFB TAP and ETSL TAP	up to \$2500
TAP Scholarship	up to \$1000

Expense section:

List the expenses you anticipate.

Indicate any calculations that describe how you arrived at the figure.

The expenses can all be covered by the TAP funds. A match is not required with this grant. However, it is a plus factor in your application if some of the expenses are covered by local resources available from the school and/or the cultural partner.

Some examples of typical expenses you might have in a TAP budget:

- Consultant/facilitator fees
- Travel time and expenses
- Hospitality for meetings; materials for meetings
- Payments for teacher after-school time
- Payments for teaching artist time, travel, food, lodging

Income section:

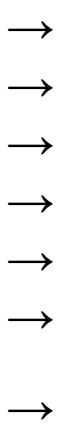
List where the money to cover the expenses of your project will come from.

Matching funds are a plus factor, not a requirement, for this grant.

The TAP request plus any contributions from the school and/or cultural partner will equal the Total Expense of the project.

SAMPLE BUDGET

Expenses <i>What needs to get paid for?</i>	
4 substitute teachers at \$75.00 per day	\$ 300
Lunch for 12 participants and snacks/beverages	\$ 100
Retreat facilitator/Consultant for a day	\$1500
Facilitator travel	\$100
Payment to teaching artist for day w/ travel	\$250
Chart paper and other materials	\$75
Total expenses	\$2325



Income sources <i>Who will pay the expenses listed?</i>			
Other contributors		TAP Funds	Totals
School district	\$ 300		\$ 300
		\$ 100	\$ 100
		\$ 1500	\$ 1500
		\$100	\$100
		\$ 250	\$ 250
School donation	\$ 25	\$ 50	\$75
Total income	\$ 325	\$ 2000	\$ 2325
OTHER CONTRIBUTIONS		TAP REQUEST	