

ARTIST-IN-THE-CLASSROOM GUIDELINES

CITY ARTS GRANTS

The City Arts Grants program is designed to provide financial support for arts programs and projects in Salt Lake City that merit public funding.

There are five City Arts Grants categories, each with its own eligibility standards, guidelines and review criteria. They are General Support, Project Support, Mini Grants, Arts Learning and Artist-in-the-Classroom.

Because the City Arts Grants are supported with public tax dollars, the board places a priority on those programs that best reflect the Arts Council's mission and serve the residents of Salt Lake City. City Arts Grants can support only those programs and projects which take place within Salt Lake City limits.

The City Arts Grants program is competitive and includes a rigorous application review process. A newly completed application must be submitted each year and a grant award in one year does not guarantee an award for the following year. The award of City Arts Grants is made at the sole discretion of the Salt Lake City Arts Council and the decision of the board is final.

ARTIST-IN-THE-CLASSROOM DESCRIPTION

Artist-in-the-Classroom grants provide funding for elementary schools in the Salt Lake City School District to support the placement of professional artists in the classroom during school hours. The Artist-in-the-Classroom program is designed, at the recommendation of district teachers and administrators, to augment existing arts activities in the schools and should not be used for after-school programming.

If awarded, the Artist-in-the-Classroom grant will be in the amount of \$2,000.

ELIGIBILITY:

In order to be eligible for an Artist-in-the-Classroom grant, the applicant must:

- Be an elementary school in the Salt Lake City School District.

Additional information:

- Grant funds may only be used for artists' fees and for the purchase of supplies related to the residency. Schools may negotiate with artist on the fee to be paid for artists' services; a guideline to consider in setting the fees is that the Utah Division of Arts & Museums requires a minimum of \$30 per hour to artists in their residency program.
- Schools cannot use an artist or instructor currently employed by the district for this grant application.
- Each school may only apply for one grant.
- The Artist-in-the-Classroom grants need not be matched by in-kind or cash funds. However, if the school wishes to extend the residency, they are welcome to find additional funds from other sources and may indicate these funds in the application.
- No portion of the grant funds can be assigned to indirect costs of the school.
- If an organization (not an individual artist) is engaged to provide services for this grant application, no portion of the grant funds can go to overhead costs of that organization.

Residency Design:

Residencies can be designed according to the needs of the school. As examples, the residency could place the artist in a classroom daily for two weeks, or once a week for ten weeks. Schools have the opportunity to describe the residency schedule and reason for its design in the application.

Schools may request funding for an artist residency in any discipline (dance, theatre, music, crafts, design/architecture, creative writing, visual arts, photography, folk arts/folklore, film/video or multidisciplinary).

Schools must identify the artist who will conduct the residency and must meet with the artist prior to submitting an application. The artist must agree to the terms of the residency outlined in the application. This grant category is intended to encourage a team approach among the school administration, the teachers, the artist and parents in designing the residency.

The elementary school's responsibility is to select the artist, plan the residency and complete and submit all grant documents. If the school is awarded an Artist-in-the-Classroom grant, the school's responsibilities also include submitting a completed Summary of Standards document, managing activities during the residency in cooperation with the artist and submitting a completed evaluation report following the residency.

The Salt Lake City Arts Council and the Salt Lake Education Foundation are partners in the administration of grant payments for the Artist-in-the-Classroom program. To simplify the payment process, the \$2,000 for each grant will be paid directly to the artist, half at the beginning of the residency and half when the school has submitted the evaluation report. Checks will be issued to the artist by the Salt Lake Education Foundation.

REVIEW CRITERIA

The following are considered during the review and approval process for applications:

- Both the artistic and educational quality of the arts learning experience;
- Payment of professional fees to artists;
- Completeness and clarity of application.

Review Process:

The Grants Committee, comprised primarily of Salt Lake City Arts Council board members with knowledge of the arts community, educational system and the community-at-large, meet regularly to review City Arts Grants applications. Committee members are provided with the applications in advance in order to review the materials prior to each meeting. Applications are reviewed by category, and decisions for funding are based on comprehensive discussions on the merits of each application and on the budget allocated for the City Arts Grants program.

The grant award recommendations from the Grants Committee are provided to the full board for discussion and approval and the applicants are then notified of the board's decision by mail. The City Arts Grants awards are published in the Arts Council's quarterly newsletter and website.

The Grants Committee will meet in April to review the Artist-in-the-Classroom applications. The committee recommendations will go before the board for final approval in August. Applicants will receive preliminary notification of the recommendations in May and will receive confirmation of the final decision in August.

APPLICATION PROCESS

All applications must be completed and received at the City Arts Council office no later than the deadline stated in each category with one hard copy and one copy sent electronically. Late applications will not be reviewed. Applications submitted that are determined to be incomplete will be ruled ineligible for funding.

How to Apply:

- 1) Download the PDF application and save a copy to your computer (available at slcgov.com/arts/grants).
 - a) APPLICATIONS MUST BE COMPLETED IN ADOBE READER
 - You must have at least version 7.0 of Adobe Reader. Downloads are free. Visit get.adobe.com/reader/ to download the latest version.
- 2) Fill in every blank on the application. DO NOT include additional information unless requested.
 - a) Supplementary materials not specifically requested will not be included with the application information sent to the Grants Committee members. These materials will be brought to the review meeting and made available upon request. Committee recommendations rely solely on the merits of the application.
- 3) Submit TWO copies of the application:
 - a) Send one electronic PDF copy (not a scanned image) via email to kelsey.moon@slcgov.com
 - b) Mail or deliver one hard copy with NO STAPLES, FOLDERS OR BINDERS to 54 Finch Lane, Salt Lake City, UT 84102

BOTH COPIES MUST BE RECEIVED BY FRIDAY, MARCH 29, 2013, 5:00 P.M.

CONTACT INFORMATION:

Please contact the Arts Council for any questions or for clarification on the application and guidelines.

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