
VSA Kentucky

Arts Inclusion Application Guidelines and Checklist

2010-2011

Postmark Deadline, Oct. 25, 2010

The VSA Kentucky Arts Inclusion Award Program is VSAKY's largest program, serving schools in every Congressional District in the Commonwealth and is designed to help schools provide experiential learning through the arts for children with and without disabilities in an inclusionary setting. With VSAKY Arts Inclusion Award Projects, the student becomes the artist, an actual participant, in any of the areas of the arts including dramatic arts, creative movement/dance, literary arts, music, visual arts, film, photography, etc. Your project may focus on one arts discipline/area or integrate more than one. *VSAKY funds cannot be used for performances or assemblies. All artist contact/instruction with students must hands-on or experiential.*

Note: Under federal regulations, these funds may not be used for the purchase of equipment. It is recommended but not mandatory to include other sources of financial support for a proposed project. Teacher salaries may not be used as in-kind in Arts Inclusion Awards program unless it is after the conclusion of the school day.

CHECKLIST FOR REQUIRED DOCUMENTATION

Before mailing your application form please review it carefully to make sure you have fully completed all sections of the application. ***Failure to do so could jeopardize review of your application materials.*** Be sure to include the following:

- _____ 1. **Two complete copies of your application, sections A,B,C,D,E, and F.**
- _____ 2. Section A & D: Make sure you have all required signatures.
- _____ 3. Section B: Make sure all totals entered in this section are accurate and double check math.
- _____ 4. Section D: **If you will be using an artist for your project, the artist's signature must be on your application when submitted (Section D). Make sure you have listed each artist, the contact hour information and number of sessions, and the hourly fee for each artist. You (Site Coordinator) must fill out and complete Section D yourself. Artists are not to fill out this page for you. This page is your school's contract with the artist.** Include all support materials such as artistic and educational resumes for artists not listed on the VSAKY Roster.
- _____ 5. Section F: **Please make sure that your figures on your budget match the figures in Section B. Please double-check your math. Please itemize when noted on the budget page.**
- _____ 6. To receive confirmation of receipt of your application, you may enclose a self-addressed, stamped **postcard** with your application.

Guidelines and Descriptors for Arts Inclusion Application

VSA/U.S. Dept. of Education Objectives

1. Increase artistic skills of the participants, primarily people with disabilities.
2. Increase social/communication skills of the participants, primarily people with disabilities.
3. Increase cognitive skills, primarily people with disabilities.

Personnel

Artistic: Payments to artists for fees charged for services that are specifically related to the project. Artists are paid for direct contact hours with students. Up to two hours total of this project can be included for initial observation by the artist of the classroom culture and one hour of face-to-face planning *WITH* teacher(s). No resumes are needed for artists on our Roster. Go to: www.vsartsky.org to see approved Roster Artists. If the artist is not a VSAKY Roster Artist, a resume including educational and artistic background and instructional experience with special needs children is required with application. A background or police check from the Dept. of Courts is also required for artists not on the approved VSAKY Artist Roster.

Technical/Consultant: Payments to persons for fees specifically identified with the project. This includes technical, lighting, sound, video and film technicians, etc. VSAKY funds *may not* be used to pay for this item, however, matching funds from another source may be used.

Materials/Supplies

Include any materials and supplies to be purchased with funds that are specifically related to the project and are “consumables.” Examples of materials that can be purchased with VSAKY funds are props, costumes, art supplies, videotapes, etc. (Equipment such as video cameras, computers, stages, sound systems, musical instruments, etc. **may not** be purchased with these funds.)

Marketing/Promotion

Include all costs for marketing, publicity and promotion specifically identified with the project. Include costs of newspaper, radio, and television advertising, printing and mailing of invitations, brochures, flyers, posters, photography, etc.

Travel

Travel of .42 per mile can be paid to artists traveling beyond 50 miles one way to your site. A *total* per diem of \$60 (motel & food) is allowed for artists who will have to stay overnight because of a very long distance. **It is important to include a breakdown of individual travel expenses on your budget page.** For instance, if the artist travels 350 miles round trip, you would indicate: 350 miles @.42 per mile= \$147.00.

In-kind

In-kind refers to the value of any service, fee, supplies or other items used for the project that are ***donated*** to the project. Only items for which no money is paid can be categorized as in-kind. Supplies already on hand at the school qualify for in-kind if they are being used for the project. The use of a performance space when the normal rental fee is not charged to the school can be used as in-kind, as another example.

Cash Match

Money received for the project outside of the VSAKY award should be classified as cash match on the first page and the budget page of the application. This might include funds provided by the school, PTA/PTO, community businesses or agencies. Supplies, fees or services purchased (other than with VSAK funds) should be included in the cash match category.



2010-2011 Arts Inclusion Program Application

Application Deadline: Postmarked by Oct 25, 2010. Mail two complete copies of your application to: VSA Kentucky, 21st Floor, Capital Plaza Tower, Frankfort, KY 40601. Faxed or late applications will not be accepted.

For any questions, contact Mary Claire O’Neal, VSA Program Director, in the Frankfort Office at (502) 564-3775 on Monday, Wednesday or Thursday. **FAXED APPLICATIONS WILL NOT BE ACCEPTED. Enclose two complete sets of your application.**

SECTION A	Applicant Information
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Please use this form as it appears here. Fill in all answers electronically. This form cannot be saved once you begin, so you may want to print one out as a worksheet first before you begin to fill the fields in on your computer. Forms filled out by hand will not be reviewed.

School Name _____
County _____

Congressional District# (1-6) _____

School Address _____

City _____ Zip _____ Phone () _____

Name of Site Coordinator _____ Email _____

Site Coordinator Home Phone () _____ Home Email _____

Name of Principal _____ Principal’s Email _____

Signature of Site Coordinator _____ Signature of Principal _____ Date _____

SECTION C.**Project Narrative**

1. Describe the project and ***specifically*** how it will be implemented. Include the following: **A)** Arts discipline (music, dance, visual, film, drama, etc.) and the ***specific*** activities that will be used. Include how this project will be experiential for ALL students. **B)** Which VSA/US Department of Education Objective will be addressed in this project? **(See Descriptors page for list of Objectives.)** You need only address one of these objectives. ***How*** will the students benefit? **C)** Be specific on how inclusion will be accomplished, i.e. list adaptive strategies for special needs students in this project. *It is very important to be specific about inclusion for the review of your application.* **PLEASE USE SPACE PROVIDED ON THIS PAGE. ONE ADDITIONAL PAGE MAY BE ADDED IF NECESSARY. USE 10 POINT SIZE OR LARGER. In your narrative below, please label sections A, B, and C.**

SECTION D.**Artistic Personnel**

Contact with the artist must be made prior to submitting this application in order to secure the artist's agreement for the project and time formats. ****Artist's signature is required at the bottom.**

Name of School _____

1. Name of all artists being used for implementation of this project who will be paid with VSA Kentucky funds.

2. Provide a schedule of the number of **direct contact hours** that artist (s) will be working with students. **Please note that VSAKY funds may not be used to pay for individual artist(s) planning time or for conducting professional development sessions,** however, up to two hours (total for this project) can be used for the artist observing the classroom culture, and one hour (total for this project) for face-to-face planning WITH the teacher(s).

- A) Total number (for entire project) of hands-on artist **sessions** with students _____
- B) Length of each session (30 min., 45 min., 60 min.) _____
- C) Beginning and ending dates _____

3. If a VSAKY Roster artist * is **not** used, you **must** attach the following for review:

- A) Resume that includes artistic and educational background.
- B) Resume that *demonstrates instructional work with special needs children.*
- C) Copy of recent police or background check from the Dept. of Courts
(Information from A & B may be included on one resume)

4. Fee being paid artist: (Fees range from \$35-\$45 for non roster artists and \$50-\$65 for VSAKY Roster Artists per direct, hands-on, contact hour with students). **Funds will not be provided to pay for performances, assemblies or equipment. All artist contact with students must be hands-on arts experiences (These funds cannot be used for artist lecture nor intended to replace arts and humanities instruction.)**

Calculation of Artist Fees:

- A) Total Contact Hours _____ @ _____ per hour = **Artist Fee \$** _____
- B) Hours, if any, for artist observation of classroom culture (up to two) and/or face-to-face planning meeting w/teacher (up to one) _____ @ _____ per hour. (See item #2 above for explanation.) **TOTAL ARTIST FEE** _____

**Signature of Artist

Date

*Resumes are *not* required for those artists whose names appear on the VSAKY Artist Roster.

**** IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED FOR FUNDING, THIS PAGE MUST BE SIGNED BY THE ARTIST AND INCLUDED WITH YOUR APPLICATION. PLEASE BE SURE TO FACTOR IN ENOUGH TIME TO ACCOMPLISH THIS.**

This page must be filled out by the Site Coordinator (not the artist), and then signed by the artist. This is your school's contract with the artist. Please mail the artist a copy of this completed page for their records.

Program Outcomes and Indicators

In regard to U.S. Dept. of Education Objective that you addressed in Section C, how will evaluation data be collected and analyzed? Please check one or more below:

_____ Interviews will be recorded and evaluated for these themes and trends.

_____ Participant (student) program journals are gathered and evaluated for the establishment of benchmarks in order to gauge student progress.

_____ Participant (student) program portfolios are gathered and evaluated for the establishment of benchmarks in order to gauge student progress.

_____ *Post-event audience surveys will be administered to receive general participation information.

_____ *Pre and post-tests will be administered, and information will be gathered to measure student progress with respect to program-related skill development.

_____ Teaching artist activity logs are collected and evaluated with respect to teaching artists' observation of student growth, skill development, or other stated goals.

_____ Video and photo documentation will be gathered, viewed, and evaluated for themes and trends.

***Written evaluation or survey data will need to be collected, aggregated and reported on the final report form at the conclusion of your project.**

_____ Other (Please describe)

SECTION F.	Proposed Budget
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	Cash Match (See Section A-1)	**VSAK Funds (See Section A-2)	In-Kind (See Section A-3)
<u>PERSONNEL</u>			
*Artist(s) - Itemize _____ _____ _____	\$ _____	\$ _____	\$ _____
Technical/Consultant _____ _____	\$ _____	XXXXXXXXXXXX	\$ _____
<u>MATERIALS/ SUPPLIES</u>			
Props, costumes, art supplies (Itemize) _____ _____ _____ _____	\$ _____	\$ _____	\$ _____
<u>MARKETING/ PROMOTION</u> (Itemize) _____ _____	\$ _____	\$ _____	\$ _____
<u>TRAVEL***</u>			
Mileage _____	\$ _____	\$ _____	\$ _____
Per Diem _____	\$ _____	\$ _____	\$ _____
TOTALS	\$ _____	\$ 1,200	\$ _____
\$ _____	(A-1)	(A-2)	(A-3)
Total Project Costs (Sum of A-1, A-2, and A-3)			\$ _____

*See Section D for artist fees.

**Funds will not be provided to pay for performances, assemblies, lecture or equipment. Artist contact with students must be hands-on experiences doing the art form.

*** Travel: .42 per mile can be paid to artists traveling beyond 50 miles one way distance to your site. A total per diem of \$60 (motel and food) is allowed for artists who will have to stay overnight because of distance.

Section C - Additional Narrative

Additional space provided for the narrative.