

# GRANT GUIDELINES



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# OVERVIEW <sup>1</sup>

Grant programs depend on available dollars from the state of Idaho and the National Endowment for the Arts (NEA). Grant and award programs are competitive and eligibility for a current grant does not guarantee future funding.

## **The Commission uses the following criteria to assess most applications:**

- Artistic quality
- Management and feasibility
- A public benefit

## **What the Commission cannot fund:**

- Establishment of or contributions to an endowment
- Fundraising projects that do not raise funds for the arts
- Prizes, scholarships, or free tickets
- Projects or programs to generate or attract audiences
- Offsetting of debt, payment of fines, penalties, legal fees, or indirect costs
- Activities that are primarily promotional or created for mass distribution, such as duplication of CDs, portfolios, gallery announcements, self-published books, brochures, or websites
- Student exhibitions, anthologies, publications, or performances, unless those activities document an arts education grant
- Costs associated with any degree or professional certification, such as tuition, fees, and teaching materials
- Projects or activities already completed or beginning before the eligible start date.
- Documentation of projects except for arts education activities
- Projects primarily recreational, therapeutic, vocational, rehabilitative, or religious.
- Activities restricted to an organization's membership
- Cost for the applicant to attend activities or consecutive annual activities that should be built into an organization's budget; for example, Americans for the Arts, Northwest Booking Conference, or other professional conferences
- Pageants, festivals, or celebrations unrelated to arts, ethnic, or cultural activities
- Journalism
- Historical or academic documentary film and electronic media arts that do NOT demonstrate significant artistic emphasis, consideration, and distinction
- Scholarly or academic works in history, languages, archeology, and political science
- Lobbying expenses or political activities
- Hospitality expenses such as food and drink, alcohol, flowers, etc.
- Capital expenditures for individuals
- Writing intended for youth

## 2 LEGAL REQUIREMENTS

**A signed application certifies that all facts, figures, representations, and attachments are true and correct to the best of the applicant's knowledge. Recipients assure the Idaho Commission on the Arts that they will:**

- Expend funds solely for the activities described in the approved application
- Approval of the Commission must be received prior to changes being implemented
- Grant funds not committed on the approved project must be returned to the Commission by the end of the fiscal year
- Submit a final financial and narrative report. If a final report is not submitted by the published deadline, grantee will forfeit the 10% final payment and cannot apply for another grant until a final report is submitted

**The applicant will also comply with:**

- Title VI of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Section 504 of the Federal Rehabilitation Act of 1973
- Age Discrimination Act of 1975
- Americans with Disabilities Act of 1990
- National Environmental Policy Act of 1969
- National Historic Preservation Act of 1966
- Davis-Bacon and Related Acts (DBRA)
- Native American Graves Protection and Repatriation Act of 1990
- U.S. Constitution Education Program
- Prohibition on use of funds to ACORN or its subsidiaries
- Drug-Free Workplace Act of 1988
- Federal restrictions on lobbying

## ORGANIZATIONS

### **Freedom of expression and community standards**

The Commission is an advocate for and defender of the right of free speech for all citizens under the First Amendment of the Constitution of the United States. The Commission intends, though, that funded projects exhibit a sensitivity and responsiveness to community standards.

### **Access**

Making the arts accessible to all Idahoans is a priority of the Commission. Recipients must agree to make every attempt to ensure that people with disabilities, ethnic groups, occupational groups, older adults, or young audiences have access.

### **Conflict of interest**

State law and Commission policy provide for conflict of interest statements to guide the agency's decision-making. Members of the Commission and the staff may not use their positions to influence decisions or actions that will financially benefit themselves or an organization with which they have a monetary or policy-making interest. Commission members and review panelists must disclose any organizational affiliations and refrain from participating in discussion and voting on proposals related to individuals or organizations with which they have an affiliation.

### **Organizational changes**

Applicants who experience significant changes in staffing, programming, or finances after the application deadline should notify the Commission.

### **Fiscal agent**

Organizations that have not received tax-exempt status through the Internal Revenue Service may apply through an eligible tax-exempt organization. This Fiscal Agent becomes the legal applicant, redistributes the funds to the applicant organization, and is responsible for the grant requirements. Acting as a Fiscal Agent for another group will not exclude an organization from applying for grants. Though the Fiscal Agent receives the award (fiscal fees are not allowed), the sub-grantee will bear the primary responsibility for the project. The Commission will not act as arbitrator for any dispute between the two groups.

### **Acquisitions and commissions**

The Commission will only fund projects for acquisition or commission of new works when the applying organization maintains a facility open to the public, demonstrates strong management and security practices, and maintains an ongoing exhibition program or permanent collection.

**Appeals process**

To appeal a decision made by the Commission an applicant must write the Executive Director within 30 days of notification. The amount or conditions of the grant may not be appealed unless the applicant can demonstrate a misinterpretation or misunderstanding by the review panel of the information submitted. Incomplete applications are not subject to appeal.

**COLLEGES AND UNIVERSITIES**

Colleges and universities may apply for support if they present and market their arts activities to the public and if the activity is supplementary to regular course offerings.

**Quickfunds Quickproject for Organizations**

One Quickproject application per university may be funded each fiscal year.

**Entry Track Grants**

If a university-based arts organization providing arts programs for the general public operates under the nonprofit umbrella of the university, then it is eligible to receive Entry Track funding. Only one Entry Track grant may be awarded per university each year.

**INDIVIDUALS****Freedom of expression and community standards**

The Commission is an advocate for and defender of the right of free speech for all citizens under the First Amendment of the Constitution of the United States. The Commission intends, though, that funded projects exhibit a sensitivity and responsiveness to community standards.

**Conflict of interest**

State law and Commission policy provide for conflict of interest statements to guide the agency's decision-making. Members of the Commission and the staff may not use their positions to influence decisions or actions that will financially benefit themselves or an organization with which they have a monetary or policy-making interest. Commission members and review panelists must disclose any organizational affiliations and refrain from participating in discussion and voting on proposals related to individuals or organizations with which they have an affiliation.

**Appeals process**

To appeal a decision made by the Commission an applicant must write the Executive Director within 30 days of notification. The amount or conditions of the grant may not be appealed unless the applicant can demonstrate a misinterpretation or misunderstanding by the review panel of the information submitted. Incomplete applications are not subject to appeal.



## **Submission**

For annual grants, an applicant may submit one application per program per fiscal year.

For Quickfunds grants, an applicant may submit one application per deadline but may receive funds for only one Quickfunds grant each fiscal year.

## **Panel review and attendance at panel meetings**

Panelists evaluate applications based on published evaluation criteria and propose recommendations to Commissioners who make all final funding decisions.

Applicants may attend these public meetings. However, they are not allowed to participate in panel discussions. Applicants in attendance must not disclose panel recommendations until after the Commission has approved them.

## **Grants and awards**

Applicants will be notified about funding after Commission approval. Ten percent of funds in certain categories will be held pending receipt and approval of final report.

## **Final financial and narrative reports**

The fiscal year begins July 1 and ends June 30. Final reports must be submitted by July 31 to receive final payments. All grantees are required to submit a final report to remain eligible for future funding. Extension requests must be submitted to the Commission prior to June 30.

## **WORK SAMPLES AND SUPPORT MATERIALS**

Applications may require work samples, support materials, or both.

**Work samples** show the quality of art or services and must be from the last five years. **Support materials** confirm the narrative by providing key evidence.

Commission staff will not add or substitute material from one application to another, or from a prior application.

### **Images**

Work samples may include up to ten images.

### **Audio or video**

Work samples may include up to five pieces of work not to exceed fifteen minutes in total duration.

### **Literature**

Work samples may include up to 20 pages.

*Quickfunds applicants can register an account and apply through the online portal at [grants.arts.idaho.gov](https://grants.arts.idaho.gov). Online applications not currently accepted for annual grants.*





# GRANTS FOR INDIVIDUALS 7

## QUICKPROJECTS

### Purpose

This quarterly grant opportunity supports artist-initiated projects and activities. Examples include attendance at an artist residency, release time to create and exhibit a body of work, staging of performances, readings, or the creation of public art.

### Amount

The grant funds up to 75% of project expenses. Maximum request is \$1,500.

### Eligibility and Restrictions

- Applicant must be a practicing artist
- Applicant must be at least 18 years old
- Applicant must be a United States citizen, legal resident, or refugee, and be an Idaho resident for at least one year
- Applicant must have submitted all final reports for past Commission grants and awards
- Applicant may receive one Quickfunds grant in a fiscal year
- Fellowship, Traditional Arts Apprenticeship, and Writer in Residence recipients are not eligible for a Quickfunds grant during their award year or term
- Artists working in collaborations must file one joint application whereby one person will be considered the primary applicant
- Individuals who currently are enrolled in a degree or certificate-granting program may apply only if the project is not directly related to their degree program

### Narrative Questions

Applicants must submit a one-page narrative answering the following questions:

1. Describe what you propose to do, how you plan to accomplish it, and why your project merits funding.
2. Explain how this activity will enhance your artistic growth or career.
3. Describe how you will share the knowledge gained, involve your community, or how this activity will benefit participants.
4. Explain the relationship between your work samples and the proposed project or activity.

### Budget

Applicant must submit a budget form

### Required Attachments

- Résumé
- Statement of purpose
- Work samples (*show the quality of art or services and must be from the last five years*) Support materials (*confirm the narrative by providing key evidence*)

Quickfunds applicants can register an account and apply through the online portal at [grants.arts.idaho.gov](http://grants.arts.idaho.gov).

# 8 GRANTS FOR INDIVIDUALS

## EVALUATION CRITERIA / QUICKPROJECTS

### **Artistic Quality (50 points)**

- Artist's work is of excellent quality and a logical extension of previous work or aesthetic interest

### **Feasibility (25 points)**

- Ability and plan demonstrates the applicant can realistically accomplish the project or activity
- The application is clear and complete; the budget is realistic and correlates with the narrative

### **Artistic Growth (25 points)**

- Opportunity has the potential to enhance applicant's artistic growth, career, or support continuation of an art form
- A public aspect (exhibition, performance, reading, or demonstration) is present, where appropriate

# GRANTS FOR INDIVIDUALS 9

## PROFESSIONAL DEVELOPMENT

### **Purpose**

This quarterly grant opportunity supports the professional development of artists and arts administrators. Applicants may receive reimbursement for attending a conference, workshop, or other form of professional development.

### **Amount**

The grant funds up to 50% of expenses. Maximum request is \$750. Recipients must submit a final report to receive reimbursement.

### **Eligibility and Restrictions**

- Applicant must be a practicing artist or arts administrator
- Applicant must be at least 18 years old
- Applicant must be a United States citizen, legal resident, or refugee, and be an Idaho resident for at least one year
- Applicant must have submitted all final reports for past Commission grants and awards
- Applicant may receive one Quickfunds grant in a fiscal year
- Fellowship, Traditional Arts Apprenticeship, and Writer in Residence recipients are not eligible for a Quickfunds grant during their award year or term
- Individuals who currently are enrolled in a degree or certificate-granting program may apply only if the opportunity is not directly related to their degree program
- Applicant will not be eligible for consecutive attendance at annual events
- Multiple Professional Development applications for the same event or opportunity will not be accepted from members or staff of single organizations with budgets over \$50,000. Two applications for the same event will be allowed from members or staff of organizations with budgets under \$50,000

### **Narrative Questions**

Applicants must submit a one-page narrative answering the following questions:

1. List the name, dates, and location of the conference or workshop you will attend.
2. Explain how this activity will enhance your artistic growth or career.
3. Describe how you will share the knowledge gained, involve your community, or how this activity will benefit participants.
4. Explain the relationship between your work samples and the proposed project or activity.

### **Budget**

Applicant must submit a budget form

*Quickfunds applicants can register an account and apply through the online portal at [grants.arts.idaho.gov](https://grants.arts.idaho.gov).*



**Required Attachments**

- Résumé
- Statement of Purpose
- Work Samples, arts administrators exempt (*show the quality of art or services and must be from the last five years*)
- Support Materials (*confirm the narrative by providing key evidence*)

# GRANTS FOR INDIVIDUALS

## EVALUATION CRITERIA / PROFESSIONAL DEVELOPMENT

**Artistic Quality (50 points)**

- Artist's work is of excellent quality and a logical extension of previous work or aesthetic interest
- An arts administrator's work history indicates professional experiences with high quality arts organizations or projects, or applicant works for an organization that produces programs of high artistic quality appropriate for its stated mission

**Feasibility (25 points)**

- Ability and plan demonstrates the applicant can realistically accomplish the project or activity
- The application is clear and complete; the budget is realistic and correlates with the narrative

**Growth (25 points)**

- Opportunity has the potential to significantly affect or enhance applicant's ability, career, artistic development, technique, or managerial skills
- A public aspect (exhibition, performance, reading, or demonstration) is present, where appropriate

# GRANTS FOR INDIVIDUALS 11

## FELLOWSHIP AWARDS

### **Purpose**

This annual award recognizes the outstanding work of Idaho artists and writers. They reward the pursuit of artistic excellence, promote public awareness of the arts, and help advance an artist's career.

***Fellowship disciplines rotate on a three-year cycle:***

Performing and Media Arts 2019 (ICA fiscal year: July 1, 2018-June 30, 2019)

Literature 2020 (ICA fiscal year: July 1, 2019-June 30, 2020)

Visual Arts, Design, and Craft 2021 (ICA fiscal year: July 1, 2020-June 30, 2021)

### **Amount**

\$5,000 each. At the discretion of the panelists, Honorable Mentions may be awarded. Fellowship awards are unrestricted and no match is required.

### **Eligibility and Restrictions**

- Applicant must be a practicing artist or writer
- Applicant must be at least 18 years old
- Applicant must be a United States citizen, legal resident, or refugee, and be an Idaho resident for at least one year
- Applicant must have submitted all final reports for past Commission grants and awards
- Fellowship recipients must wait six years before reapplying
- Artists may receive a maximum of three Fellowship awards

### **Required Attachments**

- Résumé – 2 copies, one with applicant name redacted
- Statement of purpose – 2 copies, one with applicant name redacted
- Work samples (*show the quality of art or services and must be from the last five years*) – Applicant name, such as a signature on a painting or a credit in a film, should be redacted from the work samples

# 12 GRANTS FOR INDIVIDUALS

## EVALUATION CRITERIA / FELLOWSHIP AWARDS

### **Artistic Excellence (85 points)**

- Work shows originality, innovation, consistency, and preeminent quality

### **Professional Achievement (15 points)**

- Evidence of exceptional, continued aesthetic investigation, professional activities, and achievements
- Folk and traditional artists must show mastery of the medium and a commitment to their community's cultural traditions through continued practice or teaching



# GRANTS FOR INDIVIDUALS 13

## WRITER IN RESIDENCE AWARD

### **Purpose**

This triennial award (next awarded in FY 2020) is the highest literary recognition and largest financial award accorded an Idaho writer. The residency encourages an interaction with and appreciation for excellence in literature throughout the state. It carries an obligation to share their work in four annual community public readings at regular intervals over a three-year term (8 of the 12 in underserved communities).

### **Amount**

The award of \$15,000 is distributed in annual payments over a three-year term. The recipient will be reimbursed for allowable travel expenses.

### **Eligibility and Restrictions**

- Applicant must be a practicing writer
- Applicant must be at least 18 years old
- Applicant must be a United States citizen, legal resident, or refugee, and be an Idaho resident for at least one year
- Applicant must have submitted all final reports for past Commission grants and awards
- The Writer in Residence is limited to two nonconsecutive awards
- The Writer in Residence may receive a Fellowship before becoming Writer in Residence, but after that, he or she is ineligible for a Literature Fellowship
- Applicant may apply for Writer in Residence and a Fellowship in the same cycle. Only one will be awarded

### **Required Attachments**

- Résumé – 2 copies, one with applicant name redacted
- Statement of purpose – 2 copies, one with applicant name redacted
- Work samples (*show the quality of art or services and must be from the last five years*) – 2 copies, one with applicant name redacted
- Audio recording – Up to ten minutes of the applicant reading aloud from their own work. Applicant name should not be stated in the recording

# 14 GRANTS FOR INDIVIDUALS

## EVALUATION CRITERIA / WRITER IN RESIDENCE AWARD

### **Literary Excellence (60 points)**

- Work shows originality, consistency, and preeminent quality

### **Past Work and Contributions to the Field (20 points)**

- Evidence of exceptional, continued aesthetic investigation, professional activities, and achievements

### **Effectiveness of Oral Reading (20 points)**

# GRANTS FOR INDIVIDUALS 15

## TRADITIONAL ARTS APPRENTICESHIPS

### **Purpose**

This annual grant opportunity supports a learning partnership between a recognized master artist and one or more qualified apprentices to continue artistic traditions of a shared cultural heritage.

An apprentice needs to have some background in the art form and indicate a commitment to practicing the art form after the apprenticeship has been completed.

### **Amount**

\$3,000 disbursed to the master artist. No match required.

### **Eligibility and Restrictions**

- Applicant (master artist) must be a practicing artist
- Applicant must be at least 18 years old. Apprentices may be under 18
- Applicant must be a United States citizen, legal resident, or refugee
- Apprentices must live in Idaho
- Applicant must have submitted all final reports for past Commission grants and awards
- The length of the apprenticeship must not exceed ten months
- Apprenticeships must include a public presentation or demonstration

### **Narrative questions**

#### **Master**

Submit a one-page narrative that responds to the questions below.

1. Describe the art form, technique, occupational skill, or tradition you practice and want to teach.
2. Describe the role this tradition plays in your cultural heritage. For example, is it a part of everyday life? Is it reserved for ceremonies, rituals, or other special occasions?
3. Describe your history or experience with this art form. Who taught you? Where and when did you learn it? Are there other practitioners in your community? Do you have a particular style, a unique sound, or a special technique?
4. Describe your relationship to the apprentice and why it is important to teach them. Do you share the same cultural community? How long have you known each other? Are you related?
5. Have you taught other people? Who are they? Are they still practicing this art form or tradition?

**Apprentice**

Submit a one-page narrative that responds to the questions below.

1. Describe your history or experience with this art form. For example, who or what influenced you to take up this art form? Where and at what age did you begin working on this art form? Do you have experience in another related art form?
2. Describe the role the tradition plays in your cultural heritage or community.
3. Describe the master's relationship to you and to your community. Have you worked together before? If so, explain.
4. Explain what you want to accomplish during this apprenticeship.
5. Explain your plans to continue working on this art form after the apprenticeship ends. Will you pass on to others what you have learned?

**Budget**

Applicant must submit a budget form.

**Work Plan**

Applicant must submit a detailed work plan.

**Required Attachments**

- Résumé for master
- Letters of support for master – two or three
- Letters of support for apprentice – two or three
- Work samples for master (*show the quality of art or services and must be from the last five years*)
- Work samples for apprentice

# GRANTS FOR INDIVIDUALS 17

## EVALUATION CRITERIA / TRADITIONAL ARTS APPRENTICESHIPS

### **Quality (50 points)**

- Master is recognized by peers and by community standards
- Apprentice will benefit from working with the master
- Apprentice is committed to advancing their skills and to carrying on the tradition

### **Community (25 points)**

- Master and apprentice share the same cultural background
- Art form is significant to their community
- Work plan includes a public component

### **Feasibility (25 points)**

- Goals for the apprenticeship are clear
- Budget is appropriate
- Work plan provides adequate time to achieve meaningful results



# GRANTS FOR ORGANIZATIONS 19

## QUICKPROJECTS

### **Purpose**

This quarterly grant opportunity supports the public projects and events of nonprofit organizations, or informal arts groups sponsored by fiscal agents.

### **Amount**

The grant funds up to 50% of total expenses. Maximum request is \$1,500. University applicants must match 1:1 with non-university or non-state cash.

### **Eligibility and Restrictions**

- Applicant must be a nonprofit, IRS tax exempt 501(c)(3) organization or be represented by a fiscal agent; or be a school, or a unit of local, county, tribal, or state government
- Applicant must have been in operation in Idaho for at least one year
- Applicant must compensate professional artists and administrators
- Applicant must have submitted all final reports for past Commission grants
- Applicant may receive one Quickfunds grant in a fiscal year
- Organizations that receive Public Programs in the Arts or Entry Track funding are not eligible to apply for Quickprojects for Organizations
- Quickfunds applications may not support a current Arts Education Annual Project grant

### **Narrative questions**

Submit a two-page narrative that responds to the questions below.

1. Describe your organization; include structure, mission statement, history, programs, services, and community you serve.
2. Describe what you propose to do, how you plan to accomplish it, and why your project merits funding.
3. Explain why this project is essential to your organization.
4. Describe community involvement, the anticipated community impact, and public access to project activities.

### **Budget**

Applicant must submit a budget form.

### **Required Attachments**

- Résumés for key personnel
- List of board of directors
- IRS determination letter of 501(c)(3) status for applicant or fiscal agent
- Fiscal agent form, if applicable
- Three current letters of support
- Work samples (*show the quality of art or services and must be from the last five years*)
- Support materials (*confirm the narrative by providing key evidence*)

Quickfunds applicants can register an account and apply through the online portal at [grants.arts.idaho.gov](http://grants.arts.idaho.gov).



# 20 GRANTS FOR ORGANIZATIONS

## EVALUATION CRITERIA / QUICKPROJECTS

### **Artistic Merit (50 points)**

- Organization produces programs of artistic merit appropriate to its mission
- Artistic merit of the project is related to the vision or mission of the organization

### **Management (25 points)**

- Demonstrates the applicant can accomplish the activity according to the proposed plan
- Application is clear and complete; the budget is realistic and correlates with the narrative

### **Community Involvement and Access (25 points)**

- Ensures broad community participation
- Evidence of public access to project activities



# GRANTS FOR ORGANIZATIONS 21

## TECHNICAL ASSISTANCE

### Purpose

This quarterly grant opportunity supports consulting services for organizational development or artistic needs.

### Amount

The grant funds up to 50% of total expenses. Maximum request is \$1,500. University applicants must match 1:1 with non-university or non-state cash.

### Eligibility and Restrictions

- Applicant must be a nonprofit, IRS tax exempt 501(c)(3) organization or be represented by a fiscal agent; or be a school, or a unit of local, county, tribal, or state government
- Applicant must have been in operation in Idaho for at least one year
- Applicant must compensate professional artists and administrators
- Applicant may receive one Quickfunds grant in a fiscal year
- Applicant must have submitted all final reports for past Commission grants

### Narrative questions

Submit a two-page narrative that responds to the questions below.

1. Describe your organization; include structure, mission statement, history, programs, services, and community you serve.
2. Describe what you propose to do, how you plan to accomplish it, and why your project merits funding.
3. Explain why this project is essential to your organization.
4. Describe community involvement, the anticipated community impact, and, if applicable, public access to project activities.

### Budget

Applicant must submit a budget form.

### Required Attachments

- Résumés for key personnel
- List of board of directors
- IRS determination letter of 501(c)(3) status for applicant or fiscal agent
- Fiscal agent form, if applicable
- Two current letters of support
- Work samples (*show the quality of art or services and must be from the last five years*)
- Support materials (*confirm the narrative by providing key evidence*)

Quickfunds applicants can register an account and apply through the online portal at [grants.arts.idaho.gov](https://grants.arts.idaho.gov).



# 22 GRANTS FOR ORGANIZATIONS

## EVALUATION CRITERIA / TECHNICAL ASSISTANCE

### **Merit (50 points)**

- Organization produces programs of artistic merit appropriate to its mission
- Clearly states the purpose and need for assistance

### **Management (25 points)**

- Demonstrates the applicant can accomplish the activity according to the proposed plan
- Application is clear and complete; the budget is realistic and correlates with the narrative

### **Community Involvement and Access (25 points)**

- Ensures appropriate community participation

# GRANTS FOR ORGANIZATIONS 23

## ENTRY TRACK

### **Purpose**

This annual grant opportunity supports public programs in the arts delivered by Idaho's arts organizations.

### **Amount**

Grant amounts are based on a funding formula that considers a panel review assessment, organizational budget, and past Commission funding.

### **Eligibility and Restrictions**

- Applicant must be a nonprofit, IRS tax exempt 501(c)(3) organization; or be a school, or a unit of local, county, tribal, or state government
- Applicant must have a minimum of a three-year public program history operating as a public, nonprofit arts organization
- Applicant must compensate professional artists and administrators
- The organization's primary purpose must be the production, presentation, or support of the arts
- University applicants are eligible for one Entry Track grant application per university each year
- Applicant must have submitted all final reports for past Commission grants

### **Narrative questions**

Submit a narrative of up to five pages that responds to the questions below.

1. Provide an overview of your organization's structure, board and staff responsibilities and volunteer involvement.
2. Describe the public programs in the arts that your organization produces and the process used to ensure excellence in the artistic quality of programs and services.
3. Identify and describe the community or communities served.
4. Describe initiatives, partnerships, or collaborations to reach new, nontraditional or underserved audiences.
5. Describe initiatives, partnerships, or collaborations to reach audiences covered by the Americans with Disabilities Act (Section 504) in innovative ways.
6. Describe your organization's audience development and marketing efforts.
7. Explain how your organization is achieving long-range goals.
8. Explain your evaluation methods and how they assisted you in measuring desired outcomes. If any program changes resulted from the evidence, explain.
9. Explain significant organizational changes (budget amounts, deficits and multi-year grants, etc.).

### **Budget**

Applicant must submit a budget form.

**Required Attachments**

- Résumés for key personnel
- List of board of directors
- IRS determination letter of 501(c)(3) status
- Support materials (*confirm the narrative by providing key evidence*)
- Samples of evaluation methods (surveys, interview questions, etc.) and/or collected evidence (compiled data, systematic observation or documentation, etc.)
- Three current letters of support

# GRANTS FOR ORGANIZATIONS

## EVALUATION CRITERIA / ENTRY TRACK

**Artistic Merit (50 points)**

- Organization produces programs of artistic merit appropriate to its mission
- Describes process used to ensure excellence in artistic programs and services

**Community Involvement and Access (25 points)**

- Identifies the community served and understands the needs of that community
- Describes how new, nontraditional, and underserved audiences are reached
- Provides evidence of community support for programs, as demonstrated by initiatives, partnerships, or collaborations
- Complies with ADA and Section 504 accessibility requirements

**Management (25 points)**

- Provides organizational structure, board and staff responsibilities, and consistent volunteer involvement
- Planning is appropriate for reaching the target audience (marketing, audience development, long range, etc.)
- Evaluation methods indicate programs are effective
- Budget is clear and indicates stability and diverse income sources
- Explains significant changes in budget amounts, deficits, multi-year grants, etc.

# GRANTS FOR ORGANIZATIONS 25

## PUBLIC PROGRAMS IN THE ARTS (PPA)

### **Purpose**

This annual grant opportunity supports Idaho's established arts organizations by assisting them in business stabilization.

### **Amount**

Grant amounts are based on a funding formula that includes a panel review assessment, organizational budget, and past Commission funding.

### **Eligibility and Restrictions**

- Applicant must be a nonprofit, IRS tax exempt 501(c)(3) organization; or be a school, or a unit of local, county, tribal, or state government
- Applicant must have a minimum of a three-year public program history operating as a public, nonprofit arts organization
- Applicant must compensate professional artists and administrators
- The organization's primary purpose must be the production, presentation, or support of the arts and it must demonstrate a history of maintaining high artistic standards
- Applicant must have completed at least one year of Entry Track funding and have received notification of PPA status
- University applicants are not eligible for PPA
- Applicant must have submitted all final reports for past Commission grants

### **PPA CYCLE**

New PPA recipients may enter during any year of the cycle. The ICA fiscal year runs July 1 - June 30.

2018

Application due

Staff review

Final report due, this report reviewed in year 3

2019

Application due

Staff review

Final report due

2020

Application due

Panel review, evaluates final report from year 1

Final report due

(cycle repeats)

# 26 GRANTS FOR ORGANIZATIONS

## EVALUATION CRITERIA / PUBLIC PROGRAMS IN THE ARTS

### **Artistic Merit (50 points)**

- Organization produces programs of artistic merit appropriate to its mission
- Describes process used to ensure excellence in artistic programs and services

### **Community Involvement and Access (25 points)**

- Identifies the community served and understands the needs of that community
- Describes how new, nontraditional, and underserved audiences are reached
- Provides evidence of community support for programs, as demonstrated by initiatives, partnerships, or collaborations
- Complies with ADA and Section 504 accessibility requirements

### **Management (25 points)**

- Provides organizational structure, board and staff responsibilities, and consistent volunteer involvement
- Planning is appropriate for reaching the target audience (marketing, audience development, long range, etc.)
- Evaluation methods indicate programs are effective
- Financial information, including a required cash flow forecast, is clear and indicative of stability and diverse sources of income
- Explains significant changes in budget amounts, deficits, multi-year grants, etc.

# GRANTS FOR ORGANIZATIONS 27

## PUBLIC ART & CULTURAL FACILITIES / FEASIBILITY STUDIES

*Public Art & Cultural Facilities grants encourage local, public, and private support for feasibility studies, public art projects, capital purchases for performance, exhibition, or artist's spaces, and renovation or construction of those facilities.*

### **Purpose**

This annual grant opportunity supports analysis to determine if a project is possible. It is one of five grants which constitute the Cultural Facilities program. Eligible organizations may apply for one Cultural Facilities grant per year.

### **Amount**

The grant funds up to 50% of expenses. Maximum request is \$10,000.

### **Eligibility and Restrictions**

- Applicant must be a nonprofit, IRS tax exempt 501(c)(3) organization or be represented by a fiscal agent; or be a unit of local, county, tribal, or state government
- Educational institutions, such as private and public schools, colleges and universities, and their affiliated nonprofit foundations, are not eligible
- Applicant must have been in operation in Idaho for at least one year
- Applicant must compensate professional artists and administrators
- Applicant must have submitted all final reports for past Commission grants

### **Narrative questions**

Submit a narrative of up to five pages that responds to the questions below.

1. Describe your organization; include structure, mission and brief history, programs and services.
2. Describe your community, including location, occupational and economic base, and involvement with this project.
3. Describe the project the feasibility study will assess. If applicable, include the initial designs and intended aspects of the feasibility study.
4. Describe the planning process, which includes obtaining community input, selecting contractors, consultants, or advisors, and/or the development of the feasibility study. Include a timeline with projected completion date.
5. Describe how your plans address ADA and Section 504 accessibility requirements.

### **Budget**

Applicant must submit a budget form.

### **Required Attachments**

- Résumés for key personnel
- List of board of directors
- IRS determination letter of 501(c)(3) status
- Three current letters of support
- Support materials (*confirm the narrative by providing key evidence*)

# 28 GRANTS FOR ORGANIZATIONS

## EVALUATION CRITERIA / FEASIBILITY STUDIES

### **Management (75 points)**

- Timeline is appropriate for the scope of the study
- Planning process is clear and complete
- The budget is realistic and correlates with the narrative
- Maintaining a building's historic integrity is addressed, if applicable

### **Community Involvement and Access (25 points)**

- Evidence of community involvement and need



# GRANTS FOR ORGANIZATIONS 29

## PUBLIC ART & CULTURAL FACILITIES/ RENOVATION OR CONSTRUCTION, SINGLE-PHASE PROJECTS

*Public Art & Cultural Facilities grants encourage local, public, and private support for feasibility studies, public art projects, capital purchases for performance, exhibition, or artist's spaces, and renovation or construction of those facilities.*

### **Purpose**

This annual grant opportunity supports construction or renovation projects that can be completed in one year. It is one of five grants which constitute the Cultural Facilities program. Eligible organizations may apply for one Cultural Facilities grant per year.

### **Amount**

The grant funds up to 50% of expenses. Maximum request is \$10,000. Requires a 1:1 cash match.

### **Eligibility and Restrictions**

- Applicant must be a nonprofit, IRS tax exempt 501(c)(3) organization or be represented by a fiscal agent; or be a unit of local, county, tribal, or state government
- Educational institutions, such as private and public schools, colleges and universities, and their affiliated nonprofit foundations, are not eligible
- Applicant must have been in operation in Idaho for at least one year
- Applicant must compensate professional artists and administrators
- Projects for historical museums and historic preservation, museums or tribal headquarters, meeting halls, senior centers, or ethnic centers are eligible if the primary purpose of construction or renovation is for the presentation of the arts
- Applicants must comply with all federal, state, and local laws including laws governing the access of persons with disabilities, facilities on the National Register of Historic Places, and building, zoning, and other codes
- Applicants who have received this grant for five consecutive years are ineligible for one year
- Applicant must have submitted all final reports for past Commission grants

### **Narrative questions**

Submit a narrative of up to five pages that responds to the questions below.

1. Describe your organization; include structure, mission and brief history, programs and services.
2. Describe the community that will use the facility.
3. Describe the project for which you are seeking funds.
4. Describe the steps you have taken to make sure the project is feasible.
5. Describe the planning process, which may include obtaining community input, selecting contractors, consultants, or advisors. Include a timeline with projected completion date.
6. Describe how your plans address ADA and Section 504 accessibility requirements.

**Budget**

Applicant must submit a budget form.

**Required Attachments**

- Résumés for key personnel
- List of board of directors
- IRS determination letter of 501(c)(3) status
- Evidence of ownership
- Proof of liability and fire insurance
- Renovation or construction specifications
- Three current competitive bids
- Support materials (*confirm the narrative by providing key evidence*)

# GRANTS FOR ORGANIZATIONS

**EVALUATION CRITERIA/****RENOVATION OR CONSTRUCTION, SINGLE-PHASE PROJECTS****Management (75 points)**

- Timeline is appropriate for the scope of the project
- Planning process is clear and complete
- The budget is realistic and correlates with the narrative
- Maintaining a building's historic integrity is addressed, if applicable

**Community Involvement and Access (25 points)**

- Evidence of community impact
- Describes how the project complies with ADA and section 504 requirements

# GRANTS FOR ORGANIZATIONS 31

## PUBLIC ART & CULTURAL FACILITIES / RENOVATION OR CONSTRUCTION, MULTI-PHASE PROJECTS

*Public Art & Cultural Facilities grants encourage local, public, and private support for feasibility studies, public art projects, capital purchases for performance, exhibition, or artist's spaces, and renovation or construction of those facilities.*

### **Purpose**

This annual grant opportunity supports renovation and construction projects in multiple phases over a period not to exceed five years. Funding for one phase does not guarantee subsequent funding. It is one of five grants which constitute the Cultural Facilities program. Eligible organizations may apply for one Cultural Facilities grant per year.

### **Amount**

The grant funds up to 50% of expenses. Maximum request is \$10,000. Requires a 1:1 cash match.

### **Eligibility and Restrictions**

- Applicant must be a nonprofit, IRS tax exempt 501(c)(3) organization or be represented by a fiscal agent; or be a unit of local, county, tribal, or state government
- Educational institutions, such as private and public schools, colleges and universities, and their affiliated nonprofit foundations, are not eligible
- Applicant must have been in operation in Idaho for at least one year
- Applicant must compensate professional artists and administrators
- Projects for historical museums and historic preservation, museums or tribal headquarters, meeting halls, senior centers, or ethnic centers are eligible if the primary purpose of construction or renovation is for the preservation of the arts
- Applicants who have received this grant for five consecutive years are ineligible for one year
- Applicants must have a feasibility study that was conducted within the last three years
- Applicants must comply with all federal, state, and local laws including laws governing the access of persons with disabilities, facilities on the National Register of Historic Places, and building, zoning, and other codes
- Applicant must have submitted all final reports for past Commission grants

**Narrative questions**

Submit a narrative of up to five pages that responds to the questions below.

1. Describe your organization; include structure, mission and brief history, programs and services.
2. Describe the community that will use the facility.
3. Describe the project for which you are seeking funds.
4. Describe the steps you have taken to make sure the project is feasible.
5. Describe the planning process, which may include obtaining community input, selecting contractors, consultants, or advisors. Include a timeline with projected completion date.
6. Describe how your plans address ADA and Section 504 accessibility requirements.

**Budget**

Applicant must submit a budget form.

**Required Attachments**

- Résumés for key personnel
- List of board of directors
- IRS determination letter of 501(c)(3) status
- Feasibility study – no more than three years old
- Timeline and progress report
- Proof of liability and fire insurance
- Support materials (*confirm the narrative by providing key evidence*)

# GRANTS FOR ORGANIZATIONS 33

## EVALUATION CRITERIA/

### RENOVATION OR CONSTRUCTION, MULTI-PHASE PROJECTS

#### **Management (75 points)**

- Timeline is appropriate for the scope of the project
- Applicant provides evidence they are on schedule
- Planning process is clear and complete
- The budget is realistic and correlates with the narrative
- Maintaining a building's historic integrity is addressed, if applicable

#### **Community Involvement and Access (25 points)**

- Evidence of community impact
- Describes how the project complies with ADA and section 504 requirements



# GRANTS FOR ORGANIZATIONS 35

## PUBLIC ART & CULTURAL FACILITIES / CAPITAL PURCHASES

***Public Art & Cultural Facilities grants encourage local, public, and private support for feasibility studies, public art projects, capital purchases for performance, exhibition, or artist's spaces, and renovation or construction of those facilities.***

### **Purpose**

This annual grant opportunity supports the acquisition of tangible, nonexpendable equipment. It is one of five grants which constitute the Cultural Facilities program. Eligible organizations may apply for one Cultural Facilities grant per year.

### **Amount**

The grant funds up to 50% of expenses. Maximum request is \$10,000. Requires a 1:1 cash match.

### **Eligibility and Restrictions**

- Applicant must be a nonprofit, IRS tax exempt 501(c)(3) organization or be represented by a fiscal agent; or be a unit of local, county, tribal, or state government
- Educational institutions, such as private and public schools, colleges and universities, and their affiliated nonprofit foundations, are not eligible
- Applicant must have been in operation in Idaho for at least one year
- Applicant must compensate professional artists and administrators
- Applicant must have submitted all final reports for past Commission grants

### **Narrative questions**

Submit a narrative of up to two pages that responds to the questions below.

1. Describe your organization; include structure, mission and brief history, programs and services.
2. Describe the equipment to be purchased, the need, where it will be housed, and how it will be used.

### **Budget**

Applicant must submit a budget form.

### **Required Attachments**

- Résumés for key personnel
- List of board of directors
- IRS determination letter of 501(c)(3) status
- Three current competitive bids
- Evidence of facility ownership or lease, if applicable
- Support materials (*confirm the narrative by providing key evidence*)

# 36 GRANTS FOR ORGANIZATIONS

## EVALUATION CRITERIA / CAPITAL PURCHASES

(100 points)

- Applicant demonstrates need for requested equipment
- Applicant demonstrates relevance to the organization's mission or programming



# GRANTS FOR ORGANIZATIONS 37

## PUBLIC ART & CULTURAL FACILITIES / PUBLIC ART

***Public Art & Cultural Facilities grants encourage local, public, and private support for feasibility studies, public art projects, capital purchases for performance, exhibition, or artist's spaces, and renovation or construction of those facilities.***

### **Purpose**

This annual grant opportunity supports public art projects. It is one of five grants which constitute the Cultural Facilities program. Eligible organizations may apply for one Cultural Facilities grant per year.

### **Amount**

The grant funds up to 50% of expenses. Maximum request is \$10,000. Requires a 1:1 cash match.

### **Eligibility and Restrictions**

- Applicant must be a nonprofit, IRS tax exempt 501(c)(3) organization or be represented by a fiscal agent; or be a unit of local, county, tribal, or state government
- Educational institutions, such as private and public schools, colleges and universities, and their affiliated nonprofit foundations, are not eligible
- Applicant must have been in operation in Idaho for at least one year
- Applicant must compensate professional artists and administrators
- Applicant must have submitted all final reports for past Commission grants

### **Narrative questions**

Submit a narrative of up to five pages that responds to the questions below.

1. Describe your organization; include structure, mission and brief history, programs and services.
2. Describe the community involvement with this project.
3. Describe the project, timeline, proposed accessibility of public art site, and plans for long-term care and conservation.
4. Describe the process for selecting artists or consultants and their involvement with the project.
5. Describe how your plans address ADA and Section 504 accessibility requirements.

### **Budget**

Applicant must submit a budget form.

### **Required Attachments**

- Résumés for key personnel
- List of board of directors
- IRS determination letter of 501(c)(3) status
- Work samples, if applicable (*show the quality of art or services and must be from the last five years*)
- Support materials (*confirm the narrative by providing key evidence*)

# 38 GRANTS FOR ORGANIZATIONS

## EVALUATION CRITERIA / PUBLIC ART

### Merit (50 points)

- Artistic quality of the project is strong
- Demonstrates the excellence of the participating artist(s), if applicable at this time

### Management (50 points)

- Provides evidence of community support and need
- Evidence of community involvement in the process for selecting the public art site and artists
- Selection process and criteria for choosing an artist is appropriate and adequately described
- Demonstrates the applicant can accomplish the project in a timely manner
- Budget is realistic and correlates with the narrative
- Attention is given to maintaining the site's historic integrity, if applicable

### **Purpose**

This quarterly grant opportunity supports short-term projects that enliven or improve arts learning as an integral part of the education of Idaho's K-12 youth.

### **Amount**

The grant funds up to 50% of expenses. Maximum request is \$1,500. University applicants must match with non-university or non-state cash.

### **Eligibility and Restrictions**

- Applicant must be a nonprofit, IRS tax exempt 501(c)(3) organization or be represented by a fiscal agent; or be a school, or a unit of local, county, tribal, or state government.
- Applicant must have been in operation in Idaho for at least one year.
- Applicant must compensate professional artists and administrators.
- Applicant must have submitted all final reports for past Commission grants.
- Organizations receiving Public Programs in the Arts or Entry Track funding are not eligible to apply for Arts Education Quickprojects.
- Quickfunds applications may not support a current Arts Education Annual Project grant.
- Applicant may receive one Quickfunds grant in a fiscal year.

### **Narrative questions**

Submit a two page narrative that responds to the questions below.

1. Describe your organization's or school's arts education goals.
2. Describe the project, whom it will serve, and what knowledge and skills will be acquired by learners.
3. Describe the sequence of learning activities that will help participants achieve the project's goals.
4. Describe roles and qualifications of artists, consultants, and/or key personnel.
5. Describe how your project addresses the needs of your school population or community and how your project will be shared with the larger community.

### **Budget**

Applicant must submit a budget form.

### **Required Attachments**

- Résumés for consultants and non-school personnel
- Work samples, if applicable, ICA Teaching Artist work samples not required (*show the quality of art or services and must be from the last five years*)
- Support materials (*confirm the narrative by providing key evidence, recommended materials include schedules, lesson plans, and letters of support*)

Quickfunds applicants can register an account and apply through the online portal at [grants.arts.idaho.gov](http://grants.arts.idaho.gov).

# 40 GRANTS FOR EDUCATION

## EVALUATION CRITERIA / QUICKPROJECT

### **Educational/Artistic Merit (50 points)**

- Educational goals are clearly stated and activities are appropriate to the arts-learning needs of participants
- Addresses the appropriateness of the artists or consultants in the narrative or in the support material
- Clarity of the concept: Whom it will affect and what may be accomplished

### **Management (20 points)**

- Budget is realistic and correlates with the narrative
- Roles and responsibilities of key personnel, artists, and outside consultants are clearly defined

### **Community Involvement and Access (30 points)**

- Reflects needs of school population or community
- Evidence of plans to involve parents, administrators, and community (including publicity efforts) and/or share results

### **Purpose**

This quarterly grant opportunity supports individual teachers who apply for grants to enrich arts learning in their classrooms.

### **Amount**

The grant funds up to 75% of expenses. Maximum request is \$1,500.

### **Eligibility and Restrictions**

- Applicant must be a K-12 teacher
- Applicant must be a United States citizen, legal resident, or refugee, and be an Idaho resident for at least one year
- Applicant must have submitted all final reports for past Commission grants and awards
- Applicant may receive one Quickfunds grant in a fiscal year
- Quickfunds applications may not support a current Arts Education Annual Project grant

### **Narrative questions**

Submit a two page narrative that responds to the questions below.

1. Briefly describe your school/classroom; include your school/classroom arts goals.
2. Describe what you propose to do, whom it will serve, and what knowledge and skills will be acquired by learners.
3. Describe the sequence of learning activities that will help participants achieve the project's goals.
4. Include roles and qualifications of artists, consultants, and/or key personnel.
5. Describe how your project addresses the needs of your school population or community and how your project will be shared with the larger community.

### **Budget**

Applicant must submit a budget form.

If your request includes eligible equipment, provide evidence in your plan that the teachers involved will be able to continue the artistic work using the equipment with students after the period of support for the project.

### **Required Attachments**

- Résumés for consultants and non-school personnel
- Work samples, if applicable, ICA Teaching Artist work samples not required (*show the quality of art or services and must be from the last five years*)
- Support materials (*confirm the narrative by providing key evidence, recommended materials include schedules, lesson plans, and letters of support*)

Quickfunds applicants can register an account and apply through the online portal at [grants.arts.idaho.gov](http://grants.arts.idaho.gov).

# 42 GRANTS FOR EDUCATION

## EVALUATION CRITERIA / TEACHER INCENTIVE

### **Educational/Artistic Merit (50 points)**

- Educational goals are clearly stated and activities are appropriate to the arts-learning needs of participants
- Addresses the appropriateness of the artists or consultants in the narrative or in the support material
- Clarity of the concept: Whom it will affect and what may be accomplished

### **Management (20 points)**

- Budget is realistic and correlates with the narrative
- Roles and responsibilities of key personnel, artists, and outside consultants are clearly defined

### **Community Involvement and Access (30 points)**

- Reflects needs of school population or community
- Evidence of plans to involve parents, administrators, and community (including publicity efforts) and/or share results

### **Purpose**

This quarterly grant opportunity supports the professional development of teachers, educators, and ICA Teaching Artists. Applicants may receive reimbursement for attending a conference, workshop, or other form of professional development.

### **Amount**

The grant funds up to 50% of expenses. Maximum request is \$750. Recipients must submit a final report to receive reimbursement.

### **Eligibility and Restrictions**

- Applicant must be a K-12 teacher, educator, or ICA Teaching Artist
- Applicant must be a United States citizen, legal resident, or refugee, and be an Idaho resident for at least one year
- Applicant must have submitted all final reports for past Commission grants and awards
- Applicant may receive one Quickfunds grant in a fiscal year

### **Narrative questions**

Submit a one page narrative that responds to the questions below.

1. List the name, dates, and location of the conference, workshop, or seminar you will attend.
2. Explain how this activity will enhance student learning, your teaching, and arts education professional skills.
3. Include support material with information about the opportunity and describe the specific activities that you will participate in.
4. Describe how you will share the knowledge gained and/or involve your community.

### **Budget**

Applicant must submit a budget form.

### **Required Attachments**

- Résumé
- Support materials (*confirm the narrative by providing key evidence, recommended materials include schedules, lesson plans, and letters of support*)

# 44 GRANTS FOR EDUCATION

## EVALUATION CRITERIA / PROFESSIONAL DEVELOPMENT

### **Educational/Artistic Merit (50 points)**

- Applicant's past work history reveals experience with quality arts or education projects
- Opportunity has significant educational or artistic merit

### **Feasibility (20 points)**

- Application is clear and complete; the budget is realistic and correlates with the narrative

### **Professional and Educational Growth (30 points)**

- Opportunity has the potential to significantly affect or enhance applicant's artistic development, professional or teaching skills, or demonstrates a strong plan to improve student learning in the arts
- Opportunity is a logical extension of applicant's previous work



# GRANTS FOR EDUCATION 45

## ANNUAL PROJECTS

### **Purpose**

This annual grant opportunity supports activities that unite effective practices in education and in the arts, enriching teaching and learning opportunities for K-12 students.

### **Grant amount**

The grant funds up to 50% of expenses. Maximum request is \$15,000.

### **Eligibility and Restrictions**

- Applicant must be a nonprofit, IRS tax exempt 501(c)(3) organization or be represented by a fiscal agent; or be a school, or a unit of local, county, tribal, or state government
- Applicant must have been in operation in Idaho for at least one year
- Applicant must compensate professional artists and administrators
- Applicant must have submitted all final reports for past Commission grants

### **Narrative questions**

Submit a narrative of up to four pages that responds to the questions below.

1. Briefly describe the organization's or school's educational mission and the project or activities for which funds are sought.
2. What student NEEDS will be addressed by this project?
  - Describe the population expected to benefit from the project. Specify the number of participants and, if applicable, how they will be chosen.
  - Identify important student learning needs that this project will address.
  - Describe your systems, practices, and actions that encourage outreach to diverse members of your community, including those activities designed to minimize barriers to participation.
3. IMPACT – How will the project contribute to what students will know and be able to do in the arts? Reference your response to the National Core Arts Standards: [nationalartsstandards.org](http://nationalartsstandards.org).
  - Identify the Artistic Process and Essential Question from the National Core Arts Standards that will focus student learning.
  - Specify up to three discipline-specific knowledge and skill standards (eg. VA:Cr1.2PKa) that students will know and be able to do in the arts as an outcome of your planned activities or experiences. Please provide the full statement(s).
4. Describe how EVIDENCE of student learning will be captured, documented, and shared.
  - What assessment tools will be used to determine if the identified standards are understood and/or applied in the student work?
  - Describe how evidence of student learning will be documented and shared with wider audiences such as peers, parents, funders, school personnel, or other stakeholders.

5. Describe the project activities in detail.
  - Identify which individual artists, performing groups, educators, or consultants will be involved, including their roles, qualifications, and responsibilities.
  - What activities will build student interest and curiosity before the project begins?
  - Describe a clear sequence of activities that will deepen students' interests, skills, and understanding to achieve the project's identified outcomes.
  - How will students be guided in responding to/reflecting on their work or the work of others?

**Budget**

Applicant must submit a budget form.

**Required Attachments**

- List of key personnel
- Résumés for key personnel. ICA Teaching Artist résumés may be omitted
- Three letters of support
- Work samples, if applicable, ICA Teaching Artist work samples not required (*show the quality of art or services and must be from the last five years*)
- Support materials (*confirm the narrative by providing key evidence, recommended materials include schedules, lesson plans, and letters of support*)

### **Educational/Artistic Merit (30 points)**

- Addresses the needs of the populations served
- Outcomes identify specific concepts, processes, and skills that students will master as a result of their participation
- In-school project outcomes are aligned with the Idaho Humanities Standards and/or 21st Century Skills; or outcomes are clearly defined and based on the needs of the out-of-school individuals served
- Activities are appropriate to achieve project outcomes
- Artists, consultants, personnel, and presenters are highly qualified to carry out the activities and are appropriate for those served
- Support materials, such as handouts, curriculum, study guides, and CDs, are of high quality, support stated outcomes, and are appropriate for learners

### **Planning, Implementation, and Evaluation (30 points)**

- Outcomes that reflect the needs of learners are specified
- Activities are appropriate to achieve project outcomes
- Assessment methods for learners are aligned with project outcomes
- Evaluation findings are incorporated into ongoing planning and, especially for returning applicants, the refinement of the program
- Plans are in place to support evaluation and the dissemination of results to identified audiences

### **Management (20 points)**

- The budget is complete, clear, and correlates with the narrative
- Support is broad-based, including public and private sources
- Roles and responsibilities of key personnel, community and school partners, artists, and outside consultants are identified and clearly defined

### **Community Involvement and Access (20 points)**

- Plan includes opportunity to share student learning with others
- Plans and publicity will inform and involve the community
- Accommodation for people with disabilities is evident
- Organizational efforts identify and include underserved populations



**Accessibility** Accessibility involves the location and ease of usage of the facility, content of the activities, and the planning process. Every attempt should be made to ensure that people with disabilities, ethnic groups, occupational groups, older adults, or young audiences have access.

**Apprentice** Someone who has some experience with an art form and wishes to further their knowledge or skills.

**Artist** For granting purposes, an individual who practices the arts as a profession and derives a significant portion of the individual's livelihood from performing the arts or engages in frequent or regular exhibitions, performances, publications, or similar public art displays.

**Arts educator** A person who works with children grades K-12 or affects those who work with that age group.

**Authorizing official** The person with the authority to legally obligate the applicant.

**Capital purchases** The acquisition of, modification or improvements to, real property or its fixtures. Funds used to purchase equipment that is defined as an article of tangible, nonexpendable, personal property having a useful life of more than one year and costing \$5,000 or more.

**Community** Familial, ethnic, social, religious, or occupational groups conscious of their identity that gives them a sense of "belonging to" a certain region, city, tradition, occupation, religious belief, ethnic, or linguistic group.

**Community access** To provide the community with an opportunity to experience the arts.

**Craft** Arts disciplines resulting in works that primarily emphasize skill or utility rather than conceptual orientation.

**Creative nonfiction** Writing that uses literary devices available to poets and fiction writers that does not alter true and accurate information.

**Design** Arts disciplines resulting in plans on which the production of an item is based.

**Documentary** Includes any cinematographic work or sound recording that conveys factual information and analysis related to actual events or issues. For granting purposes, work must be artistic, not historical or academic.

**DUNS number** A nine-digit identifier for businesses issued by Dun & Bradstreet.

**Earned income** Revenue from sales of admissions, tickets, subscriptions, and memberships.

**Employer Identification Number (EIN)** Tax ID number assigned by the Internal Revenue Service.

**Ethnic group** Any social group based on perceptions of shared ancestry, cultural traditions, and a common history that distinguishes that particular group.

**Feasibility study** An analysis to determine if a project is possible.

**Final report** The Final Descriptive Report (FDR) that recipients must submit to the Commission within the fiscal year of the grant (by July 31) or within 30 days after completion of a project or activity.

**Financial statement** Annual organizational board-approved year-end financial statement from the completed fiscal year. It includes a profit and loss statement, balance sheet of assets, debts, liabilities, and retained earnings.

**Fiscal agent** An eligible, tax-exempt organization used as an umbrella by an organization that does not have its own tax-exempt status from the Internal Revenue Service.

**Fiscal year** The ICA fiscal year is July 1 - June 30.

**Folk art** Those artistic expressions that demonstrate an affiliation with established and newcomer communities, values, and aesthetics, such as vernacular architecture, crafts, tools and trades, occupational practices and poetry, community, religious, and civic celebrations; jokes, stories, rhymes, games, food preservation, preparation and presentation.

**Folklife** Concerns the practice of cultural and artistic traditions shared by the different groups who live in a community. It includes their celebrations, customs, stories, beliefs, skills, working traditions, language use, rituals, crafts, music, foodways, songs, dances, and architecture of their community.

**In-kind contributions** Goods and services, donated by individuals and organizations other than the applicant, that can be given a cash value. They directly benefit the proposed activity, demonstrate community support, and must correspond with project expenses.

**IRS 501(C)(3) determination letter** Official Internal Revenue Service correspondence verifying nonprofit status. Includes tax ID number.

**Literature** For granting purposes, literature includes fiction, creative nonfiction, poetry, and cowboy poetry.

**Master artists** Those recognized by their communities or their peers as the best in their discipline.

**Media arts** Arts disciplines resulting in work that requires a technological (usually electronic) component to function. For granting purposes this includes, but is not limited to, film, video, audio, or Internet-based works of art.

**Performing arts** Arts disciplines resulting in live or recorded performances. For granting purposes this includes, but is not limited to, dance, music, and theater, and their constituent disciplines such as choreography, composition, play writing, set and costume design, etc.

**Public art** Art in any media that has been planned and executed with the intention of being staged in the physical public domain, usually outside and accessible to all.

**Résumé** Describes the applicant's professional development as an artist or arts administrator. In lieu of a formal résumé, a short bio may be submitted.

**Statement of purpose** A discussion of the current direction of your work, providing a personal perspective.

**Tax ID number** Also known as Employer Identification number; assigned by the Internal Revenue Service.

**Tradition bearers** Recognized for their knowledge of the traditions and oral history of their community, or who are qualified to provide information and pass on their knowledge because of their distinguished role in the community.

**Underserved** A community in which individuals lack access to arts programs due to geography, economic conditions, ethnic background, or disability.

**Visual arts** Arts disciplines resulting in works that function primarily through sight. For granting purposes this includes, but is not limited to, painting, photography, printmaking, sculpture, ceramics, fiber arts, design, installation arts, etc.

