



Artists in Schools Grant | FY2024 Application Preview

This is not the application for the Artists in Schools Grant, but a list of the questions you'll be expected to answer in the [online grant portal](#). Applicants may be eligible schools or arts organizations. **Character limits, when applicable, include spaces, punctuation, and are listed in parentheses.**

Applicant Overview

1. Applicant name (school or organization name):
2. Mailing address:
3. City:
4. State:
Enter two-letter abbreviation.
5. ZIP code:

School/School Partner Overview

1. Name of school(s) where the project takes place:
2. Name of school district:
3. School's county:
4. List the school grades served:
For example: Pre-K, Kindergarten, 1st grade, 2nd grade, or 1st-6th grades, etc.
5. Estimated school(s) enrollment:
6. Estimated percentage of students with free and reduced lunches (*enter n/a if your school does not collect this information*):
[Look up the school enrollment and free lunch percentage here.](#)
7. Estimated number of students served through the proposed project:
8. Unique Entity ID (UEI):
School applicants may consult school or district administrators for their UEI. [Learn how to get your free UEI here.](#)

Contacts

Grant Contact

This person will receive the award notification and be responsible for completing the final report.

1. Grant contact's first name
2. Grant contact's last name
3. Grant contact's email address
4. Grant contact's phone number

School Principal

1. Principal's first name
2. Principal's last name
3. Principal's email address

Finance Administrator

Include the name and email address of the person at your school, district, or organization who processes payments and invoices.

1. Finance administrator's first name
2. Finance administrator's last name
3. Finance administrator's email address

Artist Residency Overview

1. Name of artist/group to be employed

View a list of artists on the Council's juried [Teaching Artist Roster](#).

2. Is the artist/group on the Council's roster? (yes/no)

2a. If no, upload a PDF (no larger than 5 MB) with the artist's bio and samples of the artists' work (*this may include links to websites or materials for streaming*).

3. Start date of the activity

This date must be no earlier than September 1, 2023, and the application should be submitted at least 4 weeks before the activities are to take place.

4. End date of the activity

This date must be no later than August 31, 2024.

5. List the grade levels that will be served through this residency

For example: 1st-4th grades, or 6th, 7th, 8th grades, etc.

6. Estimated number of students who will be served through this residency

7. Number of classrooms served through this residency

Grant Request and Eligible Costs

Applicants may apply for an award up to \$4,000 to support eligible project costs at a rate of up to \$400/day for individual artists or \$600/day for a group of 2 or more artists. Funds are to be used to support teaching artist fees for instruction and planning. Up to \$250 of the award may be used for materials.

1. Amount of grant request

The grant request may be up to \$4,000 (up to \$400-\$600/day).

2. How will the funds be used? (1,500 characters)

3. If additional funds are needed for the project, how will the funds be raised? (1,000 characters)

Project Narrative

1. Briefly describe the proposed residency and the context for the residency. Include information about your goals and generally how the residency will support the needs of the students and the school community. (2,000 characters)

Preference is given to projects that strongly align with the Council's priorities: 1. expanding access to arts and culture for all Vermonters (projects designed to engage those with limited access due to age, ability, income, race, or other factors); 2. creative placemaking (projects that re-envision public "spaces" and strengthen community identity through the arts); 3. creative economy (this includes projects that mentor students in preparing to enter the creative workforce).

2. What are the primary student learning objectives (up to four) for the proposed residency? What will students take away from the residency and how will students engage with the creative process through the residency? (1,500 characters)

3. List the key people involved in the residency and briefly describe their role(s). (1,500 characters)

4. Describe plans or elements of the project to ensure access to youth of all abilities and/or specific underserved youth. If activities take place away from the school campus, describe the physical accessibility of the site and plans for ensuring/promoting access to all students at the school. (1,500 characters)

Applicant Checklist

Acknowledge that you understand and will abide by these conditions:

1. A written agreement with the teaching artist will be prepared and signed by all parties once funding is secured. Agreements should outline payment schedules agreed to by both parties and be made available upon request.
2. A planning meeting with the teaching artist will occur prior to the date of the activity/event.
3. The teaching artist will be paid at a rate agreed upon by the applicant and the artist. Teaching artist fees vary from artist to artist and from project to project. Generally, it is recommended an artist be paid a minimum of \$100/hour for instructional or contact time and a minimum of \$30/hour for other time dedicated to the project. A full day should not exceed five contact hours with students.
4. A designated teacher(s) will always be present and supportive during the teaching artist visit.

Applicant Checklist (continued)

5. The applicant will publicize the activity and give credit to the Vermont Arts Council and the National Endowment for the Arts. This may include social media, local press, school communications, and within the local community.
6. The applicant will complete and submit the final report within thirty days of the project end date.

Applicant Grant Contract

You will need to read the grant contract at the end of the online application and agree to the following:

1. I have read and understand the above grant contract.
2. I acknowledge that I am neither disbarred, suspended, declared ineligible, nor voluntarily excluded from participating or entering into contracts or receiving other monies from either the federal government or the State of Vermont.
3. By submitting this application, I certify that the proposal is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set herein. It is agreed that the person submitting this application is authorized to commit the applicant to abide by the legal requirements as printed on the Council's website and by the terms and conditions outlined in this application and the grant contract.

Questions?

Send an [email to Troy Hickman](#) or call him at 802.402.4496.