



## Arts in Alternative Education Community Partnership FY2023 Program Guidelines

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### **Proposal Submission Deadline: September 15, 2022, at 5:00 p.m. Central Time**

The Arts in Alternative Education Community Partnership is a new funding opportunity for nonprofit organizations that will expand access to arts education for students attending alternative education schools in Oklahoma. Proposals are being accepted through September 15 for requests of up to \$25,000 to support arts education programming, training, and more.

Alternative Education students are at a greater risk of not completing high school for a variety of reasons which may include inconsistent housing, traumatic experiences, excessive absences, pregnancy or parenting, juvenile justice involvement, or others. These students often require specific educational interventions. Arts programs can help these students build new skills and develop healthy methods of creative self-expression through classes like creative writing, painting, photography, music, and theatre while also allowing them to complete a Fine Arts credit (required for high school completion). Schools that have participated in Oklahoma Arts Council's Alternative Education grant programs report that arts experiences result in increased attendance and higher graduation rates, among other positive student outcomes.

Oklahoma nonprofit arts organizations offer both a wealth of artistic resources and the flexibility to build sustainable partnerships that can serve these schools and students in new and innovative ways. Through the Arts in Alternative Education Community Partnership, grantee organizations can use this funding to:

- Provide artist residencies, performances, and more at alternative education school sites
- Give students from alternative education sites opportunities to experience the arts through field trips
- Coordinate teacher training programs that enhance fine arts or arts integration skills
- Develop strategies to expand access to quality arts education

The funding for this program is made available through the Oklahoma State Department of Education's federal coronavirus relief funds to address disruptions in learning experiences by students due to the pandemic.

## Program Goals

- Offer arts education for students in alternative education sites that is tailored to meet individual student and site goals, helping students to overcome learning loss and re-engaging them in classroom settings
- Support arts access and hands-on, sequential arts learning to Oklahoma students in alternative education programs
- Allow participating students to complete a Fine Arts credit required for graduation
- Leverage the resources of arts nonprofits to build sustainable, high-quality arts education programs for alternative education sites

## Application Overview

**Project Activity Dates:** July 1, 2022 - June 30, 2023 (Grant Period FY2023)

**Grant Amount:** Up to \$25,000 per organization

Administrative fee: Grantees may allocate up to 20% of their grant award for their own salaries, wages, and operating expenses directly related to administering award

Match requirement: 1:1 (100%). Half of the match (50%) may be in-kind support. Matching funds may not be other Oklahoma Arts Council funds.

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## Who Can Apply?

- Arts-focused 501 (c)(3) nonprofit organizations incorporated in the State of Oklahoma as a Domestic Not for Profit Corporation
  - In good standing with the IRS (Organizations that have had their IRS status revoked are not eligible for Oklahoma Arts Council grant support. It is the organization's responsibility to ensure that its status is current at the time of the application and throughout the life of the award.)
  - In good standing with the State of Oklahoma
  - Registered with a SAM UEI and eligible to receive federal support (organizations cannot be listed under the SAM Exclusions federal debarred or suspended list)

## What Types of Projects Can Be Supported?

Learning-based arts projects, including:

- In-school classes, residencies, and workshops (frequency and duration may vary; focus should be on sequential hands-on learning) where each student receives six or more hours of hands-on arts engagement.
- Online/virtual learning-based arts programs where each student receives six or more hours of hands-on arts engagement.

- Professional Development or Teacher Training programs designed to build skills of alternative education school faculty and/or staff
- Field trips to arts-focused performances, exhibits, or other events
- Other arts experiences designed to build skills and enhance the educational experience of alternative education students

### **What Expenses Are Allowable?**

Funding from Arts in Alternative Education can be used to reimburse the following expenses:

- Teaching Artist Fees (payment to the teaching artist hired or contracted to lead instruction)
- Teaching Artist Travel Expenses (may include mileage, lodging, or other costs but cannot include food or drink)
- Student Travel Expenses (may include bus rental/charter fees or other costs but cannot include food or drink)
- Contracted Administration or Technical Fees (payment for a contracted project coordinator, grant writer, or other professional services)
- Consumable Supplies (must be directly related to the project)
- Administrative Fees (Up to 20% of award; May include salaries, wages, and operating expenses directly related to administering award)
- Other Expenses (including printed programs, signage, licensing and/or royalty fees, etc.)

**Unallowable Expenses:** include tickets, tuition, scholarships, capital expenditures and/or building improvements, permanent art installations, activities for which college credit is given, loss of revenue, debt repayment, subgranting, duties or expenses related to fundraising and/or lobbying, activities or expenses that may advance or inhibit any religious belief, events that are not open to the public, cash prizes or awards, and hospitality expenses (i.e., food, drink, receptions, parties, galas)

### **How to Apply**

**Step 1:** If your organization has not applied for an Oklahoma Arts Council grant in the past three years, you will need to [request access to the grant system](#). If your organization is selected for a grant, you will need to manage the award through the grant system. If you have questions, please contact our grants office at 405-521-2040 or [grants@arts.ok.gov](mailto:grants@arts.ok.gov).

**Step 2:** To submit a proposal for the Arts in Alternative Education Community Partnership, please send the following to [jennifer.allen-barron@arts.ok.gov](mailto:jennifer.allen-barron@arts.ok.gov) no later than 5:00 p.m. on September 15, 2022:

- A cover letter describing your organization's interest in this project, including the name of the specific alternative education school site(s) with which you plan to collaborate. If you plan to work with more than five alternative education school sites, you may provide a separate list.
- A brief description of the arts activities proposed.
- A budget, including itemized expenses related to your proposal. Administrative costs may account for up to 20% of the project budget.
- A timeline listing key project activities from July 1, 2022, through June 30, 2023.

## Grant Process

1. Request access to the grant system (for new organizations only)
2. Submit proposal package to [Jennifer.allen-barron@arts.ok.gov](mailto:Jennifer.allen-barron@arts.ok.gov)
3. Proposal is reviewed by Oklahoma Arts Council
4. Award notification (if the project is selected for funding)
5. Accept grant contract
6. Project activity occurs
7. Submit a mid-year report, mid-year grant payment is processed
8. Submit a final report, final grant payment is processed

## Frequently Asked Questions

### Q. What types of artistic disciplines can be supported?

A. The Oklahoma Arts Council uses artistic quality as one of its review criteria for grants. Artistic disciplines include, but are not limited to, music, theatre, dance, literary arts, media arts, and visual arts. If you have questions about the eligibility of your project, please contact our Arts Education Director.

### Q. My organization is already receiving funding through Oklahoma Arts Council's other grant programs. Can I apply for this opportunity?

A. Yes, eligible organizations can apply for this partnership opportunity in addition to other grants received, including Small Grant Support, Major Grant Support, and Organizational Support. If you receive an award, none of the required match may come from another Oklahoma Arts Council grant award.

## Grantee Requirements

### Orientation and Check-in Meetings

Upon notification of award, partnership grantees will attend an orientation meeting with the Oklahoma Arts Council's Arts Education Director and Grants Director to review the program guidelines, payment request process, and general program expectations. Periodic check-in meetings and/or site visits with the Arts Education Director will be scheduled to discuss program process, feedback, and any other topics that may arise. You may be asked to provide data in preparation for the check-in meetings, including but not limited to:

- The number of sites, students, teachers, and artists currently served,
- Updated overview of project scope and timeline, and
- Example of curricula or lesson plan(s) utilized for the project.

### Payment Requests

Oklahoma Arts Council grants are paid on a reimbursement basis, after services or products are rendered. Payments for this partnership grant will be processed in two installments: 50% of the grant in January 2023 and the remaining 50% of the grant in June 2023. A written progress report, payment request form, or other reporting requirements may be required before each payment is processed. Please see your award notification package for complete details on the payment request process.

## **Other Requirements**

If selected for funding, grantee organizations must comply with all requirements as outlined in the Legal Assurances/General Grant Terms, grant contract, and grant program guidelines, including but not limited to the following:

- Signed electronic grant contract by the deadline specified in the award notification email
- Updated contact, mailing, and payment/banking information with the Oklahoma Arts Council and Oklahoma Office of Management and Enterprise Services (OMES) vendor office
- Thank you letters to your organization's and participating alternative education sites' legislators
- Use of Oklahoma State Department of Education acknowledgement statement and Oklahoma Arts Council and National Endowment for the Arts logos
- Timely submission of required reports
- Retention of all financial records (including invoices and receipts) related to the grant award for seven years

## **Who to Contact for Help**

For questions about this grant program, contact Jennifer Allen-Barron, Arts Education Director, at [jennifer.allen-barron@arts.ok.gov](mailto:jennifer.allen-barron@arts.ok.gov) or 405-521-2036

For questions about grant system access, contact the Grants Office, at [grants@arts.ok.gov](mailto:grants@arts.ok.gov) or 405-521-2040

For questions about managing your grant award, contact Thomas Tran, Grants Director, at [thomas.tran@arts.ok.gov](mailto:thomas.tran@arts.ok.gov) or 405-521-2041