Arts in Alternative Education Community Partnership
FY2024 Program Guidelines

Proposal Submission Deadline (Extended): October 6, 2023, 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 October 6 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 Objectives
- 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

This grant program supports the following focus areas of Oklahoma Arts Council's *2021-2025 Strategic Plan*:

- *Invest in Oklahoma's Arts and Cultural Assets (Goal 1: Cultivate and Support the Arts in Oklahoma)*
- *Elevate Artistry and Catalyze Creative Community Development (Goal 1: Cultivate and Support the Arts in Oklahoma)*
- *Promote and Equip Oklahoma Artists and Programs (Goal 1: Cultivate and Support the Arts in Oklahoma)*

Overview

Project Activity Dates: July 1, 2023 - June 30, 2024 (Grant Period FY2024)

Grant Amount: Up to $25,000 per organization
Administrative fee: Grantees may allocate up to 15% 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..
Award amounts are determined using the grant program scoring criteria and agency priorities.

Application Deadline (Extended): October 6, 2023, at 5:00 p.m. Central Time

Who Can Apply?

- 501(c)(3) nonprofit organizations incorporated in the State of Oklahoma as a Domestic Not for Profit Corporation
  - In good standing with the IRS
  - In good standing with the State of Oklahoma
  - Registered with a SAM UEI and eligible to receive federal support (organizations and individuals associated with OAC-supported projects cannot be listed under the SAM Exclusions federal debarred or suspended list)

What Types of Projects Can Be Supported?

Learning-based arts programs, 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 15% 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). Please refer to the Oklahoma Arts Council General Grant Terms and Conditions for Cost Principles and a list of General Grant Allowable and Unallowable Costs.

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.

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 no later than 5:00 p.m. on October 6, 2023:

- A cover letter describing your organization's interest in this project.
- A brief description of the arts activities proposed.
- A completed alternative education site list document.
- Letter(s) of support from alternative education site(s) and/or school district(s).
- A budget, including itemized expenses related to your proposal. Administrative costs may account for up to 15% of the project budget.
- A timeline listing key project activities from July 1, 2023, through June 30, 2024.

Grant Process

1. Request access to the grant system (for new organizations only)
2. Submit proposal package to 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 one of our team members (contact information listed below).

Q. Can these grant funds support a memorial sculpture, mural, or other permanent artwork?
A. Unfortunately, no. Oklahoma Arts Council's grants for organizations cannot be used to support capital improvements/expenses including the creation of new permanent artwork or the improvement of buildings/properties.

Q. My organization is already receiving funding through Oklahoma Arts Council's other grant program(s). Can I apply for this opportunity?
A. Please contact one of our team members to see if your organization is eligible to apply for this grant opportunity. If your organization is selected to receive a grant, you will need to provide a 100% (1:1) match for the award. None of the match may not come from another Oklahoma Arts Council grant award or federal grant award.

Q. Can we purchase a sound system, instruments, or electronic devices with this grant?
A. No, this grant cannot be used to purchase permanent equipment. However, this grant can be used to support equipment rental expenses.

Q. How do I find a teaching artist for my project?
A. You can find artists on our Oklahoma Teaching Artist Roster, however you are not required to use artists on this roster for your grant.

Q. How can I update my organization's Grant Contact or Authorizing Official?
A. Contact the Grants Office at grants@arts.ok.gov.

Q. How do I find out if my organization has access to the grants system to apply for a grant?
A. Contact Martyna Sandoval, Grants and Programs Associate, at martyna.sandoval@arts.ok.gov.

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. 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 General Grant Terms and Conditions, 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) Supplier Portal
    - Oklahoma Arts Council will process grant payments to your organization's registered bank account or address as registered in the Oklahoma Supplier Portal
- Thank you letters to your organization's legislators
- 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 a member of our Arts Education Team:

Jennifer Allen-Barron, Arts Education Director
(405) 521-2036 (office) | (405) 249-7987 (cell)
eyakem.gulilat@arts.ok.gov

Samantha Haynes, Arts Education Assistant
(405) 521-2067 (office)
molly.oconnor@arts.ok.gov

For questions about grant system access, contact:

Martyna Sandoval, Grants and Programs Associate
(405) 521-2040 (office) | (405) 239-0257 (cell)
martyna.sandoval@arts.ok.gov

For questions about managing your grant award, contact:

Thomas Tran, Grants Director
(405) 967-3290 (cell) | (405) 521-2041 (office)
thomas.tran@arts.ok.gov