

BACKGROUND & OVERVIEW

NYC Public School Principals: The Arts for ELLs and SWD program helps schools build arts partnerships that boost arts opportunities for diverse groups of student participants, with a focus on English Language Learners (ELLs) and Students with Disabilities (SWD). Participating schools receive funding to work with experienced local arts organizations to implement school-based arts residencies that enhance student achievement in and through the arts, while developing and documenting best practices in arts education.

**APPLICATION
DEADLINE**

**TUESDAY
OCT. 11, 2016**

The Arts for ELLs and SWD program provides participating schools with funding to:

- Create new or expand existing partnerships with arts and cultural organizations with experience serving ELLs and/or SWD
- Develop plans with their arts partner to serve a diverse cohort of students
- Work with their arts partner to provide direct student arts experiences in advisory periods, after-school, or the regular school day throughout the year
- Collaborate with their arts partner in providing arts-based learning aligned with the *Blueprints for Teaching and Learning in the Arts* ([click here](#) to view)

In addition to promoting student arts achievement, funding aims to foster strong, lasting partnerships that help provide ELLs and SWD with other academic, social, and emotional supports that result from high arts involvement and increased contact with students' non-disabled peers and native English speakers.

Arts residencies must serve diverse student participant groups, specifically targeting outreach to ELLs and SWD. The ELL and/or SWD representation in supported projects must at a minimum, be reflective of a grantee school's overall population. Residencies can take place in-school and/or after-school and must emphasize *Blueprint*-aligned instruction in dance, music, theater, and/or visual arts.

FUNDING AND DELIVERABLES

- **Funding:** Schools may request between \$3,000 and \$15,000 to pay for direct student services provided by their partner arts organization. In addition, a fixed per session allowance of \$1,058 (approx. 24 hours) per school will be provided to offset costs for such activities as planning, meetings, and curriculum review. All other associated project expenses (e.g. additional per session, supplies, materials, other resources not provided by arts partners) are to be covered by grantee schools.
- **Deliverables:** Grantee schools must provide a detailed project report at the end of the school year. In collaboration with their arts partners, grantees are also expected to develop *Blueprint*-aligned curriculum resources (e.g. lesson/unit plans, other instructional materials) that may be used at their schools during and beyond the grant-funded period. Arts partners are expected to deliver school-based residencies that are aligned with these curriculum plans. All project documentation and copies of curriculum materials must be provided to the Office of Arts and Special Projects upon request.

APPLICANT ELIGIBILITY

- Only principals and assistant principals of non-charter, NYC public schools may apply. Schools serving all grades (Pre-K through 12) are eligible. Since only one proposal per DBN may be submitted, principals of schools with multiple locations (e.g. District 75 schools) should consider needs and opportunities at all their school sites when developing their proposals. Priority consideration will be given to eligible schools who have not been awarded an arts partnership grant from the DOE Arts Office.
- Applying schools must propose work with an arts partner that has a demonstrated track record of providing arts education services to ELLs and SWD. While schools may propose to work with any qualified DOE arts vendor, priority will be assigned to proposals featuring organizations who have a current DOE contract for Arts Education Services. To view a list of contracted vendors, [click here](#) and then select contract number “R0891 Arts Education Services.”
- Schools who have received two consecutive years of funding under either the DOE’s Arts for ELLs and SWD or Arts Continuum grant programs are not eligible to request new funding through either program in 2016-17. However, such schools are encouraged to consider applying for smaller Arts+Family Engagement grants to support their arts partnerships beyond a second year.

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SCHOOL COMMITMENT

- Grantees are expected to identify and recruit students and ascertain needs, learning goals, and appropriate arts supports.
- Grantee schools will commit to scheduling and support of the project, including submission of required reporting and supporting materials, and upon request, accommodation of a project site visit by Office of Arts and Special Projects.
- Schools will not use grant funding to off-set costs of current program commitments.
- School leaders must assure that appropriate work and event spaces (e.g. classroom, studio, or auditorium) are available for use by the arts partner and that spaces are programmed accordingly.

TIMELINE

Late August 2016	Arts for ELLs and SWD Request for Proposals released
October 11, 2016	Applications submitted online by 11:59 PM
Mid October 2016	Application review and grantees selected
Late October 2016	School notification
November 2016 - June 2017	Projects implemented
June 15, 2017	End-of-Year Project Report due

APPLICATION SCREENING & EVALUATION

Submitted applications will undergo an initial screening process that will remove incomplete, improperly submitted, and otherwise ineligible applications from the review process. After the initial screening, applications will then be reviewed according to the responses provided in the online application. Applications will be evaluated based on the following six criteria and weightings:

1. PROJECT/RESIDENCY DESCRIPTION (20%)

- Quality of arts instructional focus and goals, including alignment with the *Blueprints for Teaching and Learning in the Arts*
- Appropriateness and fit with cohort’s unique student needs and characteristics of the school
- Overall likelihood project would increase student achievement in the arts
- Extent to which project would offer other academic and/or social-emotional supports

EVALUATION CRITERIA (CONT.)

2. ARTS PARTNER SELECTION (20%)

- Whether organization is a DOE-contracted vendor for Arts Education Services
- Organization's experience in selected art form(s) and work with NYC public schools
- Organization's and/or assigned teaching artist(s)' track record in delivering arts education services for ELLs and SWD
- Organization's prior working relationship with applicant school

3. PROJECT REACH (20%)

- Thoughtfulness of student selection plan, including proposed representation of ELLs and/or SWD relative to school's student population
- Likelihood of and strategy for strong student attendance, participation, and engagement
- Balance between proposed cohort size and potential to deliver meaningful arts instructional time for each student participant

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4. PROJECT MANAGEMENT (15%)

- Extent of involvement of school-based staff
- Strength of co-planning between school staff and arts partner's teaching artist(s)
- Quality of plan to document and evaluate program's success and challenges
- Strategy to track and ensure student and family participation

5. BUDGET (15%)

- Clarity, justification, and appropriateness of proposed expenses
- Any proposed cost-sharing by school and/or arts partner
- Fit between costs with proposed benefits/service

6. OTHER FACTORS (10%)

- Overall thoughtfulness and school's level of care invested in proposal preparation/submission
- Grant funding requested per student served, relative to other applications' funding requests
- Superintendent's endorsement (as indicated by signature on Signatures page at time of proposal submission)

FREQUENTLY ASKED QUESTIONS

How do I select students?

Your student selection plan will form an integral part of your proposal. It should reflect thoughtful consideration of how to create a diverse mix of project participants that reflects your school community. Note that ELL and/or SWD representation in your proposed cohort should at a minimum, be reflective of your overall school population (e.g. if your school population includes 50% ELLs and 25% SWD, your proposed project should serve a group of students that includes 50% or more ELLs and/or 25% or more SWD).

How do I identify and select my partner arts organization?

A good starting point would be to view a list of organizations who have a current DOE contract for Arts Education Services (see Eligibility section above), since priority will be assigned to projects involving these organizations. In exploratory conversations with a potential partner, ensure that the organization has a demonstrated track record of serving diverse student populations, including ELLs and SWD. You might also consult the DOE's Arts and Cultural Education Services (ACES) Guide ([click here](#) to view), which contains information on more than 200 NYC arts organizations (please note that not all organizations listed in the ACES Guide are DOE-contracted vendors for Arts Education Services).

FREQUENTLY ASKED QUESTIONS (CONT.)

Who will receive the funding and how may it be used?

Grantee schools will receive funding as a direct allocation in Galaxy that will be object-code restricted to pay only for services provided by their arts partner. Grantees are responsible for processing a DOE purchase order with their approved arts partner for services aligned with their approved project proposal. In addition, a fixed per session allowance of \$1,058 (approx. 24 hours) will also be provided per school to offset costs for such activities as planning, meetings, and curriculum review. Schools must cover all other associated project expenses (e.g. supplies, materials, other resources not provided by the arts education partners). Due to internal DOE spending deadlines, grantees must be prepared and are expected to process purchase orders with their approved arts partners shortly after receiving allocations.

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May we propose working with an existing cultural partner?

Yes, we view a positive working history with an organization as a potential indicator of project success. However, in these cases, ensure your project narrative is clear about how grant funding would expand or otherwise enhance the existing partnership, since grant funding cannot be used to supplant your school's existing expenses.

Can my proposed arts education partner submit our schools' application on my behalf?

No, school leaders must take the lead in the application process. Therefore, proposals must be reviewed and submitted online by either school principals or assistant principals only. However, to facilitate collaboration among stakeholders, principals may share the list of application questions among the appropriate parties so that responses can be prepared before the principal or assistant principal completes the online submission process.

May we apply to more than one DOE Arts Partnership Grant Program?

Yes. The Office of Arts and Special Projects offers three major Arts Partnership Grant Programs: Arts for ELLs and SWD; Arts Continuum; and Arts+Family Engagement. Each school may submit one proposal per grant program (for which it is eligible) per year.

ADDITIONAL QUESTIONS

Please direct program questions to Ben Espinosa, Arts Partnership Manager, at (917) 521-3746 or bespinosa@schools.nyc.gov.

APPLICATION GUIDELINES

Completed applications must be submitted by **11:59 PM** on **Tuesday, October 11, 2016**.

Submissions may only be made by school principals or assistant principals via the online application form. Late, incomplete, or improperly submitted applications will not be considered. The online application form may be accessed at:

www.cvent.com/d/8vq99r

Each school may apply only once per grant program per school year. In preparation for the online submission, a list of questions that will appear online are provided below. School leadership is encouraged to consult teachers, other school staff, community members, proposed arts education partners, and other relevant stakeholders with these questions in mind so that application responses can be prepared well before the principal or assistant principal completes the online submission process.

APPLICATION GUIDELINES (CONT.)



APPLICATION QUESTIONS

The following questions will appear on the online application and are provided for reference purposes only.

SCHOOL INFORMATION

- DBN:
- School Name:
- English Language Learners: Percentage of student population (as of the end of 2015-16):
- Students with Disabilities: Percentage of student population (as of the end of 2015-16):

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ARTS ORGANIZATION INFORMATION

- Organization Name:
- Executive Director Name and Email
- DOE Contract number (if applicable):
- Why was this partner chosen? Ensure you describe the organization's: a) Experience in selected art form(s) and work with NYC public schools; b) Track record in delivering arts education services for ELLs and SWD; and c) Prior working relationship with your school (1,500 characters with spaces, max)

PROJECT DESCRIPTION

- Arts Discipline: (Dance, Music, Theater, Visual Arts, and/or Other)
- When will the proposed program be offered: (School Day, After School, and/or Advisory Periods)
- Describe your proposed project. Ensure you discuss: a) Arts instructional focus and goals, including alignment with the *Blueprints for Teaching and Learning in the Arts*; b) How the project addresses student needs and characteristics of the school; and c) Other academic, social, and/or emotional supports that would be provided (3,000 characters with spaces, max)

PROJECT REACH

- Enter projected numbers of students served and amount of arts instructional hours to be provided over the course of your proposed project. (fillable table)

	Total number of students	Of the total, how many English Language Learners?	Of the total, how many Students w/Disabilities	Number of arts instructional hours to be provided (avg. per student)
Grade Pre-K to 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grade 6 to 8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grade 9 to 12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ungraded	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

APPLICATION GUIDELINES (CONT.)

PROJECT REACH (CONT.)

- Describe your proposed project's reach. Ensure you discuss: a) How you will select your student participants and why you selected this group; b) How you will ensure student attendance and participation; and c) How you will ensure the delivery of meaningful arts instructional time per student given your proposed cohort size (1,500 characters with spaces, max).

PROJECT MANAGEMENT

- How will you ensure your project is carried out as proposed? Ensure you discuss: a) Which school-based staff will be involved in project monitoring and implementation; b) How you will facilitate co-planning between school staff and the arts partner; c) Your strategy to track and ensure student and family participation; and d) Plan to document and evaluate the project's success and challenges (2,000 characters with spaces, max)

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PROJECT SCHEDULE AND FUNDING

- Anticipated START date:
- Anticipated END date (must be no later than June 15, 2017):
- Funding Requested (Important: Since grant funds may only be used for services provided by arts partners, ensure you consult your proposed arts partner when completing this section. If approved for funding, values represented here reflect the amounts that your school would pay directly to your approved arts partner. Note that this means the per session allowance that that would be extended to each partner school should not be included here):
 - Arts partner teaching artist(s) and personnel:
 - Supplies, materials, document reproduction (to be provided by arts partner):
 - Food and refreshments (to be provided by arts partner):
 - Arts partner's administrative overhead (not to exceed 15% of total request):
 - Other expenses to be incurred by arts partner:
 - Total funding request (must range between \$3,000 and \$15,000):
- Budget Narrative: Describe how estimates for each budget category were calculated (e.g. day rate, hourly rate, per student rate, etc.). Also provide any clarifying remarks about your proposed budget including any expenses that your arts partner would cover and other notable expenses that schools would be covering with their existing school budgets (2,000 characters with spaces, max).

SIGNATURES

- Upload a scanned copy of the Signatures Page (see last page), complete with signatures from the principal, the executive director of the proposed arts education partner (both required), and superintendent (optional). Note that the scanned copy must clearly show hand-written signatures; typed-in and other digital signatures are not acceptable.

2016-17 Proposal | Signatures Page

By signing this application, we commit to supporting the arts partnership detailed in our proposal. In addition, we will submit all required reporting and supporting materials as indicated in the Arts for ELLs and SWD program guidelines.

APPLICANT SCHOOL

Principal Signature: _____ Date: _____

Principal Name: _____

DBN & School Name: _____

ARTS ORGANIZATION

Executive Director Signature: _____ Date: _____

Executive Director Name: _____

Organization Name: _____

SUPERINTENDENT*

Superintendent Signature: _____ Date: _____

Superintendent Name: _____

District Number or Name: _____

* Superintendent signature is not required; however, please note that projects will be selected in part on whether the proposal reflects the superintendent's endorsement at the time of submission. Even if you are unable to obtain your superintendent's signature, please ensure that she or he is aware of your intent to apply.

Note to applying school: A scanned copy of this completed Signatures Page, along with your application responses must be submitted via the online application form by **11:59 PM** on **Tuesday, October 11, 2016**. Signatures must be hand-written; typed and other digital signatures are not acceptable. Please review the program guidelines for additional information. Questions about the program may be directed to bespinosa@schools.nyc.gov.