



## Request for Proposals | 2016-17

### BACKGROUND & OVERVIEW

The Office of Curriculum, Instruction & Professional Learning is pleased to present the SING High School Program grant. This initiative will be managed by the Office of Arts and Special Projects and is part of Chancellor Fariña's vision to expand arts opportunities for NYC public school students as well as, boost parent, family and community engagement around all aspects of our students' education.

In order to support high school communities and the work of large high schools or campus sites, we will provide a grant of up to \$10,000 to support a student-run high school SING production in large high schools or campus/multi-school sites. Up to ten 2015-16 SING grant recipients and up to eight new schools/sites will be selected. SING is a grade level (9-12) variety show, where students perform skits around a theme and compete for the best act. Selected schools will be determined based on judges' scoring and review of responses. SING can be a memorable and pivotal experience for high school students allowing them to collaborate with peers, engage with the larger school community and build school spirit and identity. SING can also be a key element for parent engagement, since many New York City Department of Education parents have experienced SING in their own high school careers.

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**APPLICATION  
DEADLINE**

**WEDNESDAY  
June 30, 2016**  
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### PROGRAM STRUCTURE AND BENEFITS

- **Funding:** Selected schools will receive a grant of up to \$10,000 to be used to pay for SING production costs and staff support. Up to ten 2015-16 SING grant recipients and eight new schools/sites will be selected to receive funding in 2016-17.
- **Deliverables:** Grantee schools will support and deliver one student-run SING arts production by February 2017 involving parents, family members, and the school and local community. Grantee schools will also be responsible for submitting post-event documentation.
- **Schedule:** Projects may commence in September 2016 and must be completed by February 10, 2017.
- **Arts Focus:** Project must involve student-run performances in dance, music and theater. The NYCDOE will provide:

- A SING advisor from a DOE high school that currently has SING to orient SING partner schools about process and advise during the rehearsal and production period. The SING Production Advisor will be paid per session from Central DOE funds;
- A technical theater support/advisor from a partner organization to assure that schools receive guidance about sets, costumes, lighting and sound. The SING Technical Advisor will be paid from Central DOE funds;
- Resources and examples of SING scripts, skits, musical numbers, dance performances, rehearsal schedules and promotional materials;
- DOE SING logo for posters, press etc. that can be adapted to selected schools.

### APPLICANT ELIGIBILITY

- Principals and assistant principals of public, non-charter DOE schools may apply.
- Priority consideration will be given to large schools (enrollment over 1500) or campus sites.
- 2015-16 SING grant recipients are encouraged to apply again this year.
- Schools that already have an established SING Program are not eligible for the grant.

### SCHOOL COMMITMENT

Grantee schools must commit to:

- Producing one student-run SING event by February 2017 involving parents, family members, and the school and local community;
- Assigning a designated SING Coordinator to serve as the main point of contact;
- Assigning a designated SING Technical Director to coordinate technical aspects of the production (sets, costumes, lighting, sound etc.);
- Composing a team of no less than four committed faculty to support in rehearsal, writing, publicity, parent outreach etc.;
- Assuring that appropriate work and event spaces (e.g. classroom, studio or auditorium) are available for use and that spaces are programmed accordingly;
- Principal/Assistant Principal attendance at the SING production;
- Capturing the SING event on video;
- Supporting DOE site and/or performance visits;
- Disseminating and collecting post-event student and faculty evaluation forms;

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### TIMELINE

June 1, 2016	SING Request for Proposals released
June 30, 2016	Application deadline
July 2016	Application review
August 15, 2016	School notification
September - February	Projects implemented
February 10, 2017	Final presentations completed
March 3, 2017	Feedback data submitted

### APPLICATION SCREENING

Submitted applications will undergo an initial screening process that will remove incomplete, improperly submitted, and otherwise ineligible applications from the review process. During this stage, large schools or campus sites will be identified for priority consideration and applications will be reviewed by a Central DOE team.

## EVALUATION CRITERIA

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 criteria:

### 1. PROJECT DESCRIPTION

- Quality of arts learning to be showcased and how the work is aligned with Blueprint arts instruction

### 2. PROJECT MANAGEMENT

- Strength of project plan
- Collaboration among key stakeholders
- Strength of strategy to ensure student, faculty, family and community participation
- Plan to document and evaluate program's success and challenges
- Designation of school site SING coordinator and technical director

### 3. REACH AND IMPACT

- Strength of school's goals around the arts and community engagement
- Extent and quality of interactivity between students, family and school and local community
- Extent to which project would address and build school spirit and identity

### 4. BUDGET

- Clarity and appropriateness of proposed expenses
- Any proposed cost-sharing by other sited school
- Fit between costs with proposed benefits/service

### 5. OTHER FACTORS

- School's experience in producing past performance arts events

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## QUESTIONS

Please direct questions regarding this initiative to: [atilahun@schools.nyc.gov](mailto:atilahun@schools.nyc.gov).

## APPLICATION GUIDELINES

Completed applications must be submitted by **5:00 PM on Wednesday, June 30, 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:

<http://www.cvent.com/d/lfqgvb>

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, parents 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 QUESTIONS

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

### SCHOOL INFORMATION

- DBN:
- School Name:
- Principal Name and Email:

### PROJECT DESCRIPTION

- Describe your proposed project. Ensure you discuss: a) Student work to be showcased and how the work results from Blueprint-aligned arts instruction; b) How you envision SING energizing and engaging students, faculty, parents and the community; c) Your school's commitment to the arts and any prior experience in performing arts event production (3,000 characters with spaces, max)

### STUDENT & FAMILY REACH AND IMPACT

- Describe your proposed project's reach and impact. Ensure you discuss: a) Goals around the arts; b) Proposed interactivity between students, family, and school and local community; and c) How the project would address and build school spirit and identity (1,500 characters with spaces, max)
- Enter estimates for:
  - Projected # of students served:
  - Projected % English Language Learners:
  - Projected % Students with Disabilities:
  - Projected # of parent/family members served:
  - Projected # of other members of school community served:
  - Potential community partners:

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### PROJECT MANAGEMENT

- How will you ensure project success and implementation? Ensure you discuss: a) How planning will take place; b) Collaboration between key faculty or grade level stakeholders; c) Your strategy to ensure student, faculty, family and community participation; d) Plan to document and evaluate program's success and challenges; and e) Designation by name of school site SING coordinator and technical director (1,500 characters with spaces, max)

### PROJECT SCHEDULE AND FUNDING

- Anticipated START date:
- Anticipated END date:
- Funding requested from Central (totaling up to \$10,000):
  - Production costs (lights, sound, costumes, set, etc.) -
  - Programs and promotional materials -
  - Per session costs -
  - Other (please specify) -

- Schools and campus sites are expected to match between \$7,000 – 10,000. In your proposed budget, please include expenses that the school plans to contribute from existing school budgets (1,500 characters with spaces, max):
  - Funding that will be contributed from existing school budgets -

#### SIGNATURES

- Please upload a scanned copy of the Signatures Page (see last page), complete with signatures from the Principal, School Custodian, SING Coordinator and SING Tech Director.



## 2016-17 Proposal | Signatures Page

By signing this application, we commit to supporting the initiative detailed in our proposal. In addition, we will submit all required reporting and supporting materials as indicated in the SING program guidelines.

### APPLICANT SCHOOL

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Name: \_\_\_\_\_

DBN & School Name: \_\_\_\_\_

School Custodian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Custodian Name: \_\_\_\_\_

SING Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SING Coordinator Name: \_\_\_\_\_

SING Tech Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SING Tech Director Name: \_\_\_\_\_

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Note to applying school: A scanned copy of this completed Signatures Page, along with your application responses must be submitted online at by **5:00 PM on Wednesday, June 30, 2016**. Questions about the program may be directed to [atilahun@schools.nyc.gov](mailto:atilahun@schools.nyc.gov).