



FY18 Arts In Education Residency (AIER) Program

The AIER program is a competitive program that seeks to fund arts education school-based residencies, designed to introduce or enhance student knowledge of and participation in a particular art form such as: dance, theatre, music, creative writing, storytelling, visual arts (including video, media arts and graphic design), or traditional folk arts, by bringing a professional teaching artist into the educational setting for a designated amount of time. These residencies connect with students and the world around them by exploring, sharing and supporting creative expression, and by doing so they promote the health and well-being of students and citizens throughout our state.

Are you eligible to apply for an AIER grant?

You must be able to answer YES to all of the following questions.

- Are you a [registered](#) educational institution, public or non-public school, school district, intermediate school district, regional school district, or a [licensed daycare providers](#) (with a Quality Rating and Improvement Systems (QRIS) score of 3-4)?
- Does your agency have a certified arts teacher on staff?
- Are you physically located in the State of Michigan?
- Does your residency have at least 30 contact hours with one set of students?

If you do not meet all of the eligibility requirements above, please refer to the Project Support or Minigrant Arts Project Program guidelines.

Applicants with unmet obligations on prior grants i.e. late/incomplete reports, may not apply. Contact MCACA staff if you are concerned about a prior grant.

Deadline

Applications are to be submitted on-line by 11:59 p.m. June 1, 2017. The eGrant system will not accept applications after this time. Incomplete applications will not be accepted by the eGrant system.

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WARNING:

- It is strongly recommended that you begin your online application before the due date to handle any unforeseen technical problems that may prevent a timely application.
- Late applications will not be accepted.
- The successful submission of your application does not confirm the accuracy of the grant application, materials uploaded or that it will receive funding.
- The Council is not responsible for incorrectly uploaded materials, unreadable materials or the review panel's inability to open attachments.

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Funding Basics

- AIER applicants can request a minimum of \$5,000 or a maximum of \$20,000.
- Applicants must make a minimum 1:1 cash match to their grant award (no in-kind services are allowed). Teacher and administrative time directly related to the implementation of the residency, as well as instructional time, may be used as cash match.
- Funded projects must be completed within the MCACA grant period, October 1, 2017 - September 30, 2018.
- Applicants may only apply for one AIER award per year. However, the Council reserves the right to limit the number of grant awards to any one applicant.
- Residencies are not meant to supplant regular classroom teachers, or serve in the absence of any on-going arts education programs.
- Contain effective hands-on and interactive activities that directly involve students in the creative process. Residencies cannot be primarily performance or demonstration based on the part of the artist.
- Involve collaboration between teacher and a highly-qualified resident teaching artist, preferably from Michigan, in planning all lessons and activities. A teaching artist database can be accessed here: <http://www.michiganyoutharts.org/business-directory>.
- Applicants to the AIER must include a \$50.00 nonrefundable application fee.

Grantee Responsibilities and Requirements

Accessibility

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. For a list of resources on accessibility, visit <http://arts.gov/accessibility/accessibility-resources/nea-office-accessibility>.

Underserved Counties

It is the Council's long-term goal to make quality arts and cultural programs and services available to all 83 counties in the State of Michigan. In order to accomplish that, MCACA has identified 43 underserved counties. In addition, an underserved community is defined as one in which people lack access to arts programs, services or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age or other demonstrable factors. The term "community" can refer to a group of people with common heritage or characteristics, whether or not living in the same place. Access the list of underserved counties by [clicking here](#).

Eligibility

Only registered educational institutions, including public or non-public schools, school districts, intermediate school districts, regional school districts and licensed daycare providers (QRIS score of 3-4) with a certified arts teacher on staff are eligible (the certified arts teacher must be

involved in the planning of the residency, though the residency CAN take place in a non-arts classroom). Partnerships with outside organizations such as arts and culture groups or businesses are feasible with adequate proof the residency still adheres to guidelines. Applicants must be incorporated in the State of Michigan. They must ensure no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations with status under Section 501(c)(3) of the IRS Code and local Units of Government meet this criteria.) A residency that simply brought an artist in to perform for an assembly is not eligible.

Applicants that have unmet obligations on current grant agreements, such as overdue or incomplete reports or other significant problems, are not eligible to apply for future funding. If any applicant fails to meet MCACA requirements on a current grant agreement, their pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following Council approval on a FY17 application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant program. Federal and State of Michigan agencies, divisions or departments are not eligible to apply for funding from MCACA.

Match

Arts In Education Residency grant recipients are required to make a minimum 1:1 cash match. Teacher and administrative time directly related to the implementation of the residency, as well as instructional time, may be used as cash match. State funds, with the exception of the school aid fund, may not be used as matching funds. Any additional matching funds, over and above the required cash match, may include: other cash, earned revenue, contributions, and “in-kind” funds which represent a reasonable value of services, materials, and equipment, as allowed under federal Internal Revenue Service code for charitable contributions. Also, there are certain expenses that may occur during the year that should NOT appear on the itemization required with awardee’s Final Reports. These items include: costs involved in the start-up of a new organization, costs incurred prior to the grant starting date, indirect costs for the handling/management of grant funds, awards or cash prizes, fund raising events, reception costs, out of state travel, etc. See application instructions for complete details.

Grantees must sign a grant agreement detailing terms for the use of Council funds. Please note that the grant agreement will detail the scope of work and the payment schedule.

Veterans Affairs

The arts have been a powerful, therapeutic tool in the healing process for many combat veterans reintegrating back into society and transitioning back into civilian life. Therefore the Council encourages organizations to provide veterans of all eras and all branches of the military with opportunities in the arts. Providing both a foundation for their work and freedom to pursue it as they see fit, is the best means to bringing quality work forward while maintaining assistance to veterans and artists.

The Fine Print

Receipt of state and federal grants carries with it certain obligations and responsibilities. By submitting a Michigan Council for Arts and Cultural Affairs (MCACA) grant application, applicants are affirming that they are familiar with the requirements of both MCACA and the National Endowment for the Arts (NEA), and that they will comply with those requirements.

Grantees should use cost accounting principles which comply with requirements as set forth in 2 CFR Chapter, I, Chapter II part 200 Uniform Administrative Requirements, Cost, Principals, and Audit Requirements for Federal Awards*. This new guidance, commonly called the Omni Circular, Super Circular or Uniform Guidance, replaces A-87 Cost Principals – State and Local Governments, A-122 Cost Principals - Nonprofit organizations, A-89 catalog of Domestic Assistance, A-102 Administrative Rules State and Local Governments, A-133 & A-50 Audit Rules. It is important to note that for grant recipients the change from the previous federal standards (like A-87 & A-133) to the OMNI circular formally went in to effect December 26, 2014, and applies to MCACA grants awarded after 7/1/2016.

* All references to the “Omni Circular” refer to the “Office of Management and Budget 2 CFR Chapter 1 & 2 Part 200, 215, 220, 225 and 230 – Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards” dated 12/26/13, <http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>

Since MCACA receives funding from the NEA (CFDA 45.025), organizations receiving funding from the MCACA must, in turn, comply with the requirements outlined in the NEA’s General Terms and Conditions (<https://www.arts.gov/sites/default/files/2015-general-terms-and-conditions-for-partnership.pdf>).

The Grantee shall otherwise be in compliance at all times with all applicable federal laws, regulations, rules and orders including, but not limited to Title VI of the Civil Rights Act of 1964, 42 USC 2000d et seq.; Executive Order 13166; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 USC 701 et seq.; the Age Discrimination Act of 1975, 42 USC 6101 et seq.; the National Environmental Policy Act (NEPA) of 1969, 42 USC 4321 et seq.; the National Historic Preservation Act (NHPA) of 1966, 16 USC 470 et seq.; the Drug Free Workplace Act of 1988, 41 USC 701 et seq.; Lobbying restrictions, 18 USC 1913, 2 CFR 200.450, and 31 USC 1352; Davis-Bacon and Related Acts; the Native American Graves Protection and Repatriation Act of 1990, 25 USC 3001 et seq.; the U.S. Constitution Education Program, P.L. 108-447, Division J, Sec. 111(b); and the prohibition on funding to ACORN, P.L. 111-88, Sec. 427.”

Grantees must assure the Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505 (29CFR) “Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts.” In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to comply with requirements regarding debarment and suspension in Subpart C of 2 CFR 180, as adopted by the National Endowment for the Arts in 2 CFR 32.3254. Grantees are required to execute projects and/or productions in accordance with the above noted requirements, certifying that neither it nor its principals is presently debarred, suspended,

proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

According to section 11 of your Grant Agreement, Council support must be credited and included in all publicity, media materials, on your website and during each broadcast promotion of the activity. When NEA funds are included in the award, the support credit should read: **“This activity is supported in part by the Michigan Council for Arts and Cultural Affairs and the National Endowment for the Arts.”** The Grant Agreement will indicate if NEA funds are included as part of your award.

Grantees must submit, in a Council supplied format, a final report. The final report must include a narrative summary of outcomes, financial statement, detailed financial itemization, and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

Grantees are required to keep on file and make available upon request the following support documentation: A list of dates and amounts of all grant payments received; documentation of all expenditures made using grant funds and matching funds, including copies of paid invoices, receipts, timesheets, payroll records, and tax withholding reports. Documentation of in-kind donations should include volunteer work schedules, copies of receipts given to donors for in-kind donations, an explanation of how the value of each donation was determined, or other supporting documentation.

AIE Residency Review Criteria

Each application to the MCACA is reviewed by a panel in order to determine the appropriateness of state support to the applicant. Review criteria are used in two ways: First, to assist the applicant in preparing the grant application narrative by establishing, through the criteria, how panel reviewers will judge the application. Second, to assist reviewers by outlining for them what MCACA expects from a successful applicant and weighting each criteria based on Council goals and priorities. Panel reviewers use this criteria to score applications.

For the proposal narrative, refer to the Review Criteria as an outline and guide to describe the grant activities you wish supported. Address each numbered Review Criteria in order. Remember that panelists score application based on the completeness of your answers to each Review Criteria, and some criteria are worth more points than others.

Arts in Education Residency Review Criteria and Scoring

1. Artistic/Cultural Merit -- worth 30 points at the review

- Describe what the residency will do, and how it will provide artistic and/or cultural experiences for students
- Describe how the teaching artists are appropriate for the residency being proposed.

2. Educational Impact -- worth 40 points at the review

- Explain how the proposed residency provides artistic, cultural and/or educational value to the school being served
- Explain which Michigan Content Standards will be address during the residency
- Explain the diverse interests and needs of students taking part in the residency and how they will be addressed

3. Management/Implementation -- worth 20 points at the review

- Clearly state the residency's time table or schedule of activities showing when, where, how and for how long the activity(ies) will take place
- Explain how the residency will be accessible for all students
- Include a sample lesson plan (and any explanation necessary) to be used during the residency
- Explain how staff, volunteers, and/or other school leadership are qualified to conduct the residency
- Explain how residency will be evaluated based on the desired outcomes

4. Supplementary Materials - worth 10 points at the review

- Include a detailed budget for the proposed residency, in the correct format (applicants **MUST** use the provided budget template in the e-grant system)
- Provide attachments which are complete, relevant, and strengthen the application
- Provide all attachments in PDF format

eGrant Application Instructions

- Applicants must apply using the online eGrant system. Go to **mcaca.egrant.net** (no www.).
- Codes are supplied by drop-down tabs in the eGrant system.
- The word “project” here in the instructions refers to all activities that funds are being requested for, regardless of which category you choose.
- Be sure to write down your username and password. You will use the same account for each application (if you have applied in the past for a grant through MCACA, you should use the same login information). If you have trouble remembering your login information, please contact program coordinator, Chad Swan-Badgero, at 517.373.8669.
- MCACA is not responsible for incorrectly uploaded materials or the inability to open attachments. Files should be uploaded as .pdf files (portable document format).

Section 1: Applicant Information

Name

Enter legal name of school (same as DUNS/FEIN name). Use exact spellings. Don't use abbreviations unless part of the official name. Individuals cannot be applicants, see eligibility, p.3.

Department

Enter the department, program or subsidiary of the applicant organization (if applicable).

Address 1

Organization's physical street address or rural route #, no PO Boxes

Address 2

Organizations mailing address (PO Box, etc.)

City / State / Zip

For Organization's physical street address or rural route #

County

County Organization is physically located in

Federal Identification Number

Enter the applicant organization's nine-digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

DUNS Number

Enter the applicant organization's nine-digit Data Universal Numbering System or DUNS Number. This number issued by Dun & Bradstreet is a unique numeric identifier assigned to a single business entity. DUNS number assignments are free for all businesses. If one does not exist for your

business location, it can be created within one business day. For more information visit <http://fedgov.dnb.com/webform>

Other Common Name

Other commonly used name for organization (if applicable)

Telephone / Website / Office Hours

Organization's phone number, website and office hours

Authorizing Official

Enter the name and title of the person who is authorized to sign official papers. **This person cannot be the same as the Project Director (See section 3 below).**

Board Chairperson

Enter the name and title who bears ultimate authority and responsibility on behalf of the applicant organization (can be the same as the Authorized Official).

Status Code--Legal Status

This indicates the applicant organization's legal status.

Institution Code--This is used to identify the applicant organization.

Discipline Code--This describes primary area of work for the applicant organization.

Section 2: Program Area

Choose "Arts In Education Residency"

Section 3: Project Information

Category

Choose "none".

Project Director (contact person)

This is the person to whom questions concerning this application will be addressed. Include address, email and phone number(s). **This person cannot be the same as the Authorized Official.**

Project / Residency Title

Enter the residency's working title (*for example: "Science Opera Exploration" or "Exploring Ceramics"*)

Request Amount:

Enter the grant amount requested for your residency.

Start date/end date

Enter the dates of your grant activity, including planning time. For residencies, enter the dates the residency will take place, **as well as** the period of time before and after the residency that planning and reporting will be done.

Project Description

Enter a description about the residency (600 characters or less). This should explain an overview of what will take place during the residency.

Project Primary Discipline Code

Select the discipline that best describes the primary discipline of the project/activity.

Type of Activity

Choose "school residency".

Project Primary Counties

Enter the county in which the activity takes place. The applicant organization's location and the project location may differ. Enter all counties that apply. If you are entering multiple counties, enter them in alphabetical order as directed on the form.

Arts Education

An arts education project is defined as: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge and/or skills in the arts with measurable outcomes. *Projects not fitting the definition of arts education stated above should choose "None of this project involves arts education."* This selection does not affect your grant score.

Section 4: Summary Information

The information should represent your projected numbers for the entire grant period. Awardees will be required to provide actual participant numbers in the final grant report.

Section 4a--Project Participation Summary**Total number of Michigan artists directly involved**

Enter the number of Michigan artists directly involved in providing artistic services specifically identified with the award. Include living artists whose work is represented regardless of whether the work was provided by the artist or by an institution.

Total paid to Michigan artists

Enter the amount paid to Michigan artists directly involved in providing artistic services specifically identified with the award.

Total number of artists directly involved

Enter the total number of artists directly involved in providing artistic services specifically identified with the award. Include living artists whose work is represented regardless of whether the work was provided by the artist or by an institution (this total number should include Michigan artists).

Total paid to artists

Enter the total amount to be paid to artists directly involved in providing artistic services specifically identified with the award. (this total should include the amount paid to Michigan artists).

Adults Engaged in “In-Person” Arts Experiences

Enter the number of adults who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers. Participation through electronic media, including webinars or any other on-line experience, should not be included. The distribution of literary material likewise should not be included.

Youth Engaged in “In Person” Arts Experiences

Enter the number of children/youth (0-18 years) who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers. Participation through electronic media, including webinars or any other on-line experience, should not be included. The distribution of literary material likewise should not be included.

Total number of new hires

Enter the number of full time employees/equivalents that will be hired by the applicant organization in the coming year. Do not include contract workers. A full time employee or full time equivalents are defined as someone who receives a W2* from the organization. A contractual worker would be someone who receives a 1099** from the organization.

Total number of employees

Enter the number of full time employees/equivalents for the applicant organization. Do not include contract workers. A full time employee or full time equivalents are defined as someone who receives a W2* from the organization. A contractual worker would be someone who receives a 1099** from the organization.

To determine FTEs, multiply the number of hours worked per week by part-time individual(s) by the number weeks worked per year. If you are calculating this value for a group of part-time individuals, then multiply this total by the number of individuals. This will give you the total number of hours worked in the given fiscal year. Divide this total by 2000, which is the number of hours typically worked by a full-time individual over the course of a year. Please note, if your full-time staff work less than 2000 hours annually, use the total number of hours actually worked as the denominator in this equation.

Example: The organization has 5 part-time program employees who each work 15 hours per week for 40 weeks per year. To calculate their FTE:

15 hours x 40 weeks = 600 hours per person
600 x 5 part-time employees = 3000 hours
3000 hours ÷ 2000 hours = 1.50

*W2 refers to Form W-2, a United States federal tax form issued by employers and stating how much an employee was paid in a year.

**1099 refers to the Form 1099 series, a United States federal tax form which is used to report various types of income other than wages, salaries, and tips (for which Form W-2 is used instead). An example of a reportable transaction are amounts paid to a non-corporate independent contractor for services.

Total Number of Contracted Michigan Workers Involved in Project (for Capital Projects Only)

Enter the number of Michigan workers involved in the expansion, renovation or construction.

Amount Paid to Contracted Michigan Workers Involved in Project (for Capital Projects Only)

Enter the amount paid to Michigan workers involved in the expansion, renovation or construction.

Total Number of Contracted Workers Involved in Project (for Capital Projects Only)

Enter the total number of workers involved in the expansion, renovation or construction (this total number should include Michigan workers).

Amount Paid to Contracted Workers Involved in Project (for Capital Projects Only)

Enter the total amount to be paid to workers involved in the expansion, renovation or construction (this total number should include Michigan workers).

Population Benefited by Race/Ethnicity:

Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

Population Benefited by Age:

Select all categories that made up 25% or more of the population that directly benefited, excluding broadcasts or online programming.

Population Benefited by Distinct Groups:

Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

Section 4b--ADA Information

Enter the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

Section 5: Required Attachments

Things to remember:

- Files should be uploaded as PDF documents.
- Do not create PDFs of your electronic documents by scanning. PDFs created this way are much larger and of lower quality.
- Do not embed non-printable media files (video and/or sound) or static images in your PDF documents.
- Please do not enable any document security settings or password-protect any PDF files you submit.
- If you are uploading images, audio or visual files it is recommended to limit the size to 5MB.
- The 10 attachments must be submitted as uploads with your on-line application:

Attachment 1	Narrative
Attachment 2	Project Budget
Attachment 3	Sample Lesson Plan
Attachment 4	Project/Artists Bio
Attachment 5	Arts Education School Survey
Attachment 6	Assurances
Attachment 7-10	Supplemental Materials

Note: Attachments must be named as indicated below and converted to a PDF document.

Attachment 1 -- Proposal Narrative

Name this file Narrative-SchoolName (example: Narrative-MaplewoodSchool.pdf)

Submit up to four narrative pages. Do not use type size smaller than 12 point. Leave a minimum margin of 1" on all sides. Failure to adhere to formatting criteria may result in a loss of points. Be sure to number and include the name of the organization on each page.

For the narrative, refer to the Review Criteria (on page 7) as an outline and guide to describe the residency you wish MCACA to support. Be clear from the beginning what the grant funding will support/be used for. Address each numbered Review Criteria in order (as appropriate). Remember that panelists score application based on the completeness of your answers to each review criteria, and some criteria are worth more points than others. Also provide a timeline in which the residency will be carried out from initial planning to completion.

MCACA encourages applicants to include hyperlinks and URLs of your website, links to videos, artist websites, marketing materials, Facebook pages, etc. that are pertinent to an organization's grant application. Don't assume the panel is familiar with your school, terminology, or the environment in which you are operating. Details will help strengthen and support your application.

Attachment 2 – Project Budget

Name this file Budget-SchoolName (example: Budget-MaplewoodSchool.pdf)

MCACA requires that you submit a full itemization of your residency budget. This itemization must show a 1:1 cash match of your grant award. Teacher and administrative time directly related to the implementation of the residency may be used as cash match. You cannot use other state funds as matching funds. Keep complete records and receipts. Applications **MUST** use the MCACA provided template in the e-grant system. Download the form first, enter budget data, and then upload into the e-grant system application.

Determining Residency Funding Levels and Contact Hours

Funding requests for AIE Residency support **must be a minimum of \$5,000 and a maximum of \$20,000.**

Residencies must have a minimum number of contact hours based on the grant amount requested. A contact hour is 60 minutes or one class period of hands-on activity with the artist. For example, if an artist is working with three different classes in one day, teaching the same/similar lesson plan, that would qualify as THREE contact hours. Residency days and weeks do not have to be consecutive.

Use the chart below to determine the appropriate funding amount based on the number of contact hours planned for the residency:

Request Amount	Minimum Required Contact Hours
\$5,000 to \$10,000	at least 30
\$10,001 to \$15,000	at least 40
\$15,001 to \$20,000	at least 50

Funding CAN be used for:

- Artist fees
- In-state travel or lodging for artists
- Marketing
- Consumable supplies related to the instructional component of the residency
- Field trip admission (excluding transportation) to museums, theaters, galleries, etc. for the core group of students **only** if it is integral to the instructional component of the residency and includes a guided lesson.

Funding may NOT be used for:

- Projects in which the artist is to serve as the arts teacher in the absence of any on-going arts education programs
- Permanent staff of an organization
- Incentives for participation including cash awards
- Projects designed primarily as performances, demonstrations, or exhibits with only minimal impact and limited hands-on participation
- Competitions and/or tours in which students are presenting, performing, and/or exhibiting

- Out-of-state travel
- Indirect costs
- Individual private lesson instruction
- Payment for apprentices or interns
- Planned fundraising activities
- After-school clubs
- Scholarships or competitions
- Grant writing fees
- Non-classical art forms including, but not limited to martial arts, healing arts, exercise programs, acrobatics or gymnastics (exceptions exist – contact MCACA for details)
- Colleges and universities for which the primary core groups are college or university students. Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant category either.
- Costs associated with the start-up of a new organization.
- Costs incurred prior to the grant starting date.
- Purchase awards, cash prizes, scholarships, contributions or donations.
- Entertainment or reception functions.
- Existing deficits, licensing fees, fines, contingencies, penalties, interest or litigation costs.
- Publication, records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit.
- Creation of formal classroom textbooks
- College or university faculty exhibitions or performances, internal programs, or commissions
- Capital improvements, new construction, renovation or permanent equipment items.

Attachment 3 -- Lesson Plan

Name this file LessonPlan-SchoolName (example: LessonPlan-MaplewoodSchool.pdf)

Include one or more of the outlined lesson plans to be used during the residency. Lesson plan should include the topic of the lesson, objectives, goals, activities, projects, State Standards addressed in the lesson, and/or outcomes for the lesson. Model lesson plans can be accessed at the Michigan Arts Education Instruction & Assessment (MAEIA) website: <http://maeia-artsednetwork.org>.

Attachment 4 -- Project and Artist Bio

Name this file Bios-SchoolName (example: Bios-MaplewoodSchool.pdf)

Provide appropriate project and artists bios as it relates to your application. Included should be bios for: certified arts teacher involved in the planning of the residency, teaching artist(s) being brought in, and classroom teacher where residency is taking place. This attachment is limited to three pages.

Attachment 5 – Arts Education School Survey

Name this file Survey-SchoolName (example: Survey-MaplewoodSchool.pdf)

This form must accompany your application, and can be found on [page 23](#) of these instructions. Complete the form, scan and upload the signed document as an attachment to your application. The document must be a pdf. If you are unable to scan and upload this form, please mail it in to: MCACA AIER Grant, 300 N. Washington Sq, Lansing MI 48913.

Attachment 6 – Assurances

Name this file Assurances-SchoolName (example: Assurances -MaplewoodSchool.pdf)

This form can be found on [page 26](#) of these instructions or by clicking on the [Assurances](#) document link within the eGrant system under Required Attachments. This form must accompany your application. If you are unable to provide an official electronic signature then you must sign, scan and upload the signed document as an attachment to your application. The document must be a pdf. If you are unable to scan and upload this form please mail it in.

Attachment 7- 10 -- Supplemental Materials

Name this file Sample#-SchoolName (example: Sample8-MaplewoodSchool.pdf)

Use the remaining open attachments to upload additional materials or samples of the work regarding your residency that will assist the peer panel in reviewing your application. Files may include PDFs, visual, audio and video files. Be sure to name accordingly based on attachment number. Please note file size should be limited to 5MB.

Submitting your application fee:

Section 6: Payment

Section 6: Payment

A \$50.00 non-refundable application fee is required before submitting your application(s). Section 6 of the application is the payment page. Click on the link to be directed to the online payment page (<https://MEDC.cvent.com/FY18MCACA>).

MCACA now has an option to pay the non-refundable application fee online. It is **highly recommended** that you pay by credit card rather than sending a check.

Follow the steps below to submit the online payment.

The first page is a summary page, click "Register"



The screenshot shows the Michigan Council for Arts & Cultural Affairs logo at the top. On the left is a navigation menu with 'Summary' (highlighted in red), 'Fees', and 'Contact Us'. The main content area features the title 'FY18 Michigan Council for Arts and Cultural Affairs Application Fee' and a paragraph: 'A \$50.00 non-refundable application fee is required before submitting your application(s). Section 6 of the application is the payment page.' Below this, it lists the 'Planner' as 'Jenn Wood'. At the bottom right is a 'REGISTER' button.

Enter personal information and contact information. Then click next.



The screenshot shows the same Michigan Council for Arts & Cultural Affairs logo at the top. The title is 'FY18 Michigan Council for Arts and Cultural Affairs Application Fee'. Below the title, it says 'Fill out the information below, then click Next to proceed.' The section is titled 'Invitee Information' and contains three input fields: '* First Name: Adam', '* Last Name: Wheeler', and '* Email Address: wheatera@michigan.org'. Below the fields is a link 'Already Registered?'. At the bottom right are 'CANCEL' and 'NEXT >' buttons.

Enter organization name and work phone number. Then click next.

Registration Information Item Selection Summary Payment

Fill out the information below, then click Next to proceed.

Personal Information

First Name: Adam
Last Name: Wheeler
Email Address: wheatera@michigan.org (Dist: Adam W)
*Organization: MCACA

Contact Information

*Work Phone: 517-241-0911

CANCEL NEXT >

Select the program(s) that you are submitting an application. Please note that you can make one payment for multiple grant applications. Then click next.

Registration Information Item Selection Summary Payment

Select the program(s) that you are submitting an application for. Please note that you can make one payment for multiple grant applications. Then click next.

Adam Wheeler

Event Registration

<input type="checkbox"/> Arts in Education Residency	\$50.00
<input checked="" type="checkbox"/> Capital Improvement	\$50.00
<input checked="" type="checkbox"/> Operational Support	\$50.00
<input type="checkbox"/> Project Support	\$50.00
<input checked="" type="checkbox"/> Regional Regranting Services	\$50.00
<input type="checkbox"/> Services to the Field	\$50.00

< PREVIOUS CANCEL NEXT >

This screen is a registration summary of the information just entered from the previous. Verify the information, if correct click next.

FY18 Michigan Council for Arts and Cultural Affairs Application Fee

Registration Information Item Selection Summary Payment

Registration Summary

Adam Wheater [\(Edit\)](#)

Email Address: wheatera@michigan.org	Organization: MCACA
Work Phone: 517-241-0911	

This page is where you select and enter payment method. If you select “Credit Card” (**highly recommended**) then the payment information will drop down. Enter your credit card information then click “Finish.”

Registration Information Item Selection Summary Payment

Submit Payment

ORDERS

Adam Wheater
Sessions

Name	Price	Total
Capital Improvement	\$50.00	\$50.00
Operational Support	\$50.00	\$50.00
Regional Regranting Services	\$50.00	\$50.00
Order Subtotal:		\$150.00
Total:		\$150.00

Payment Method

Credit Card - Enter your information in the section below.

Payment Information

Credit Card Payment: \$150.00

*Name on Card:

*Type:

*Credit Card Number:

*Card Security Code: (What is this?)

*Expiration Date:

*Country:

*Address:

*City:

State/Province:

ZIP/Postal Code:

Check ?

If you select the check option, click "Finish." No additional information is needed. All checks need to be made payable to the "State of Michigan" and sent to the following address:

Michigan Council for Arts & Cultural Affairs

Attn: Adam Wheeler

300 N. Washington Square

Lansing, MI 48913

Once you click "Finish" you will then go to the "Confirmation" page. (The 2/27/17 date is the start date for the online payment system. The order summaries date is the date payment was submitted).

Application Fee

MODIFY
MORE OPTIONS ▾

General Options

Name: Adam Wheeler
Email: wheatera@michigan.org
Title:
Organization: MCACA
Confirmation Number: *LFNMZJ4V78S* (needed to modify your registration)
Event Title: FY18 Michigan Council for Arts and Cultural Affairs Application Fee
Location: This is an application only, no location needed

Adam Wheeler [-]

Sessions

Date and Time	Session	Cost
02/27/2017	Capital Improvement	\$50.00
02/27/2017	Operational Support	\$50.00
02/27/2017	Regional Regranting Services	\$50.00

Order Summaries

Order

Date	Type	Amt Ordered	Amt Paid	Amt Due
02/17/2017 1:13 PM ET	offline order	\$150.00	\$0.00	\$150.00
Total:		\$150.00	\$0.00	\$150.00

Payment Details

You will also receive an email with the confirmation information. You will need to copy the “Confirmation Number.” This confirmation number is required to submit your grant application(s) in eGrant. In eGrant you will need to paste the confirmation number in the confirmation code box for each application.

Grant Applications Program
Section 6: PAYMENT
(* Required Fields)

A \$50.00 non-refundable application fee is required before submitting your application. Please click on the following link to process your payment. You will have the option to pay with credit card (recommended) or check. Once you process your payment online you will need to copy the confirmation code, then paste the confirmation code into eGrant.net before you can submit your application. You will not be able to submit your application without this confirmation code.

<https://MEDC.cvent.com/FY18MCACA>

If you are paying by check, make the check payable to “State of Michigan” and mail to the following address.

Michigan Council for Arts & Cultural Affairs
300 N. Washington Square
Lansing, MI 48913

Please enter your confirmation code.

 *

◀ Previous Save  Next ▶

Once the confirmation code is pasted in the box then click “Next.”

Application Submission

Applications are to be submitted on-line by 11:59 p.m. June 1, 2017. The eGrant system will not accept applications after this time. Incomplete applications will not be accepted by the e-grant system.

The successful submission of your application does not confirm the accuracy of the grant application, materials uploaded or that it will receive funding.

The Council is not responsible for incorrectly uploaded materials or the inability to open attachments. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records.

Revenue and Expense Itemization Template

Income

Revenue Earned

Cash

Totals

Ticket sales/Admissions

Tuition

Contracted Services

Total Earned Revenue

Revenue - Unearned

Corporate, Foundation, Private Support

Corporate Support

Foundation Support

Private Support/contributions

Other unearned revenue

Memberships

Sales

Rental income

Applicant cash

Total Unearned Revenue

InKind revenue

Itemized in expense column

MCACA grant received to date

MCACA grant due/request

Total Cash Revenue

Total Project Revenue

If you have additional revenue and expenses that do not fit on this itemized template, please add a supplemental page.

Expenses
Employee expenses

Cash

In-Kind

MCACA share

Total

Non-employee costs

Additional project expenses

Other expenses

Total Expenses

If you have additional revenue and expenses that do not fit on this itemized template, please add a supplemental page.

Budget Definitions

General

Activity: Refers to the specific project or range of operations funded by MCACA.

In-Kind: In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

Grant Amount Requested / Awarded: Amount requested / awarded in support of this activity.

Revenues

Earned Revenue Definitions

Admissions: Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organizations, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

Unearned Revenue Definitions

Applicant Cash: Funds from the applicant's resources allocated to this project.

Corporate Support: Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Foundation Support: Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

Government Support (Federal, Regional & Local): Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional, other local government and by agencies of the federal government.

Other Private Support: Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fundraising events.

Other Unearned: Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

State Support – Not from Council: Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the State government. These funds do not count toward cash match.

Expenses

Capital Expenditures-Acquisitions: Expenses for additions to a collection, such a works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

Capital Expenditures – Other: Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., that are specifically identified with the activity.

Employee-Administrative: Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and support personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

Employees-Artistic: Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Employees-Technical/Production: Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

Marketing: All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under “personnel” or “outside fees and services.” Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see “Other Expenses.”

Non-employee Artistic Fees and Services: Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Non-employee, Other Fees and Services: Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

Other Expenses: All expenses not entered in other categories and specifically identified with the activity. Include fundraising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under “Travel.”

Space Rental: Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

MCACA Arts Education Survey (Attachment #5)

School Name:

School Address:

School City:

School Zip Code:

School Code:

Total School Enrollment:

- 1) Please indicate the **grade levels** present at your school for the 2017/2018 school year (*circle all that apply*):

Grade: K 1 2 3 4 5 6 7 8 9 10 11 12

- 2) The **total number of courses** offered in EACH arts area for the 2017/2018 school year. Do not include non-arts courses that have an arts component. Count all curricular courses that meet at least the equivalent of 30 days (an average of once per week).

Dance _____ Music _____ Theater _____ Visual Arts _____ Media Arts _____

- 3) Please specify the classes offered in each arts area listed above (i.e. Music = band, choir, music theory, etc)

Dance: _____

Music: _____

Theater: _____

Visual Arts: _____

Media Arts: _____

- 4) The total number of teachers (Full Time Equivalent) who provide instruction in each arts area during 2016/2017 school year:

Dance _____ Music _____ Theater _____ Visual Arts _____ Media Arts _____

- 5) What is the school budget allocation for arts education for the current school year (***do not include teacher salaries, capital expenses, non-district funds or one-time expenditures***):

Dance _____ Music _____ Theater _____ Visual Arts _____ Media Arts _____

- 6) Are Title I funds used to support supplemental arts education in your school?

Yes _____ No _____

7) In the last year, has your school received funding from a source outside of the school district to support arts education? Yes _____ No _____

7a) (If yes) Please circle the sources of those funds (circle all that apply):

- Local District Foundation
- Local Business or Corporations
- PTA/PTO
- Booster club
- Regional and Local Arts Councils or Agencies
- Education Associations
- State or National Foundation
- Federal Grants
- Michigan Arts Council
- Other (please indicate): _____

8) What are the graduation requirements (credits) for the arts in your school district?
Less than 1 credit _____ 1 Credit _____ More than 1 credit _____

9) (If a high school) How many seniors (2017/2018 School Year) will exceed the local graduation requirement in arts instruction as identified above?

Arts Integration is an instructional approach used by teachers when they work collaboratively to teach content and processes of two or more subject areas. This includes one or more arts areas, to increase learning by students to identify, create and apply authentic learning connections. Based on this definition, please answer the following:

10) Do any teachers in your school use this approach? Yes _____ No _____

10a) If so, which subject areas is arts integration used (list all that apply)

11) How often does the school schedule allow for joint planning between classroom and arts teachers?

Regularly _____ Occasionally _____ Never _____

12) In the past year, did your school/district offer any of the following professional development activities in the arts (Circle all that apply)

- Workshops with professional artists or arts groups
- In-school seminars or conferences in arts education
- Off-site seminars or conferences in arts education
- Partnerships with colleges or universities
- State and/or National Arts Education Conferences
- Other:
- No professional development was offered in Arts Education for this teacher

13) As a part of a school-sponsored function, have students traveled outside the building for an exhibition, performance or event in the past year? Yes _____ No _____

13a) (if yes) In which of the following content areas have students traveled outside the building for an exhibition, performance or event in the past year?

- Dance
- Music
- Theater
- Visual Arts
- Arts Integration
- Creative Writing
- Cultural/historical arts focus
- Other (please explain): _____

13b) If students have NOT traveled outside the building for an exhibition, performance or event, which of the following would you identify as the greatest obstacle? (*Circle all that apply*)

- Time out of school day
- Transportation costs
- Event/activity entry fees
- Limited access out-of-building
- Geographical limitations/remoteness
- Other: _____

ATTACH YOUR COMPLETED SURVEY TO YOUR GRANT APPLICATION AS "ATTACHMENT #5"

Michigan Council for Arts and Cultural Affairs ASSURANCES

A: The applicant has an established policy of equal opportunity without regard to race, color, religion, national origin, age, sex or disability. The applicant agrees to take steps necessary to correct any under-representation reported on the status report and achieve a reasonably representative work force at all levels of employment. The applicant has an established policy to provide equal opportunity on all programs, activities and services.

The applicant:

1. Agrees in all recruiting materials and advertisements to state that all job applicants will receive equal consideration for employment;
2. Agrees in all promotional materials and advertisements to state that all programs, activities and services will be provided equally; and
3. Agrees to post in conspicuous places, notices setting forth the law on equal opportunity in employment and public accommodations.

B: If the grant is awarded, the applicant warrants and represents to the Michigan Council for Arts and Cultural Affairs, that the support funds will be administered by the applicant.

C: Any funds received under this grant shall not be used to supplant funds formally budgeted for same and that funds received will be used solely for the contracted activities.

D: The applicant has read and will conform to the Guidelines.

E: The filing of this application by the undersigned, officially authorized to represent the applicant organization has been duly approved by the governing board of the applicant organization.

- This application was approved by the governing board on ____ / ____ / ____
- This application is scheduled to be approved by the governing board on ____ / ____ / ____
If the application has not yet been approved by your governing board, notify the Council of the action taken as soon as possible.

If the notification of action by your governing board is not received prior to panel review, the application may not be recommended for funding.

Organization name: _____

Grant Program: _____

Authorized Official: (Cannot be the Project Director)

Name (typed) _____ Date _____

Signature: _____