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## I. GENERAL INFORMATION

### Grant Description

The *Arts Curriculum Enhancement (ACE) Grant* is to be used in the development, enhancement, or expansion of arts education or arts-in-education programs or curriculum that address state or national educational standards. ACE Grants may focus on any one or a combination of art disciplines. The ACE Grant may also be used as a tool to engender partnerships between nonprofits that support the arts and local schools and school districts.

### Who Should Apply

ACE Continuation is available for up to two years following the applicant's original **Year 1** award. Applications for ACE Continuation **Year 2** or **Year 3** are only accepted from previously funded **Year 1** or **Year 2** grantees.

Continuation years do not have to be sequential, but must be completed within a four-year time frame from the original award. Non-sequential applications in this continuation cycle require written notification to GCA and are contingent upon staff approval.

If the applicant does not plan to continue for FY2010, and will restart in FY2011, contact Arts Education Program Manager, **Debora Ott** via e-mail at [dott@gaarts.org](mailto:dott@gaarts.org) or by calling (404) 685-2795.

### Grant Requirements

The following requirements apply to applicants/grantees:

- Applicants must develop an Arts Education Mission Statement appropriate to their audience and objectives.
- Applicants must develop, enhance, or expand their arts integration curriculum within three years of ACE funding
- School districts may submit single applications on behalf of up to five (5) schools in their district, providing that the goals, objectives, core curriculum subjects, and arts disciplines are the same for all schools in the application. School districts may not apply for funding for the same school in multiple requests.
- Applicants must hire a GCA-certified Arts Education Consultant from GCA's [Arts Education Consultant Bank](#) (AECB) to help realize curriculum goals; GCA-certified Teaching Artists from GCA's [Arts Education Teaching Artist Bank](#) (TAB) may be hired in addition to the GCA-certified AE Consultant

- Grantees must sign a contract with the GCA-certified AE Consultant, and GCA-Certified Teaching Artist if applicable, that delineates agreed upon working hours, schedule, and compensation payments; include additional means to fund travel and general supply costs if needed

**School/School Districts**

The following personnel must participate in the grant activities, per school as part of the Project Team:

1. Principal/Head of School
2. School Board Representative
3. Parent Liaison/PTA School Coordinator
4. Curriculum Specialist, School and/or County
5. Art Specialists and Classroom Teachers
6. Community stakeholders
7. GCA-certified AE Consultant

**Arts and Nonprofit Organizations**

The following personnel must participate in the grant activities as part of the Project Team:

- Executive Director
- Artistic Director
- Governing Board Representative
- Community stakeholders
- Arts Education teachers/managers
- GCA-certified AE Consultant

**Funding Request**

The grant award is up to \$5,000 per school or organization. School districts submitting single applications on behalf of up to five schools may request up to \$5,000 per school.

There is no matching fund requirement. However, the grantee is required to provide for any necessary travel expenses, including lodging, mileage, meals, and general supplies required by the AE Consultant and/or Teaching Artist. Of the \$5,000 maximum award:

- A minimum of \$1,400 per school or organization (20 hours at the GCA rate of \$70 per hour) must be used to compensate a GCA-certified AE Consultant. The remaining funds may be used to:

- Hire a GCA-certified Teaching Artist for a mini-residency of 3-5 days, arts-in-education staff training, and/or workshop facilitation
- Document and evaluate the project
- Purchase required art supplies
- Support related field-trips for teachers, staff and students

Project consultants must be GCA-certified for this grant application to be eligible. Please refer to GCA's *Arts Education Consultant Bank (AECB)* and *Teaching Artist Bank (TAB)* for information about these GCA-certified contractors.

### Application Process

GCA's new [e-GRANT SYSTEM](#) provides the data entry point for *e-Grant*, as well as the uploading of the *Grant Proposal Package*, which includes the **Application Form** and **Required Attachments**.

The last part of this package, the Support Materials must be submitted to GCA, mailed or hand delivered by the stated deadline.

A complete *Grant Proposal Package* will contain the following:

- *e-Grant*, sections I-III
- *ACE Continuation Grant Form*
- *Arts Education Budget Form*
- Grant Narrative (Planned Outcomes)
- Required Attachments (see pg. 11)
- *ACE Continuation Grant Application Checklist*
- Support Materials

For line-by-line instructions on how to complete *e-Grant*, step-by-step instructions for submission through the new **e-GRANT SYSTEM** and Frequently Asked Questions, visit the *e-Grant* section of the GCA website.

### Deadline

The complete ACE Continuation application is due March 9, 2009.

- All components of the Application Package: *e-Grant*, sections I-III, *ACE Continuation Grant Form*, *AE Budget Form*, Grant Narrative, & all Required Attachments must be uploaded through the e-GRANT SYSTEM no later than 4:45 PM on March 9th

- Support Materials must be postmarked by or hand-delivered to GCA office no later than close-of -business (4:45pm) on March 9<sup>th</sup>

## II. FUNDING REQUIREMENTS

### All Applicants

Applicants that are funded for *ACE Continuation Year 2 or Year 3* are held to the same requirements as **Year 1**.

All eligible applicants must:

- Be a K-12 public, private, or parochial school, school system or nonprofit organization that provides or is interested in providing arts education programming for K-12 students
- Hire a GCA-certified Arts Education Consultant from GCA's *Arts Education Consultant Bank (AECB)*.
- Sign an agreement with a GCA-certified AE Consultant prior to the commencement of work, that delineates schedule and scope of work, compensation payments, and funding of necessary travel, meals, lodging and general supply costs
- Complete an AE Consultant Evaluation Form at the conclusion of the project and file it with the ACE Final Report
- Expend non-GCA funds for supply, travel, meals and lodging
- Complete the project and expend all grant funds within FY2010 (July 1, 2009-June 30, 2010)
- Not include *ineligible expenses* in the applicant organization's Arts Education Budget
- Submit all components of the *Grant Proposal Package* electronically by 4:45 PM on March 9<sup>th</sup> (see section entitled Application Process for details)
- Submit Support Materials postmarked by or hand-delivered to GCA office no later than close-of -business (4:45pm) on March 9<sup>th</sup>

NOTE ABOUT SOS: GCA uses the categories and definitions for SOS provided by the National Endowment for the Arts. These definitions are used by the Peer Review Panel when reviewing applications. Please reference the SOS definitions to ensure correct accounting of all services offered, and if funded, be sure to maintain accurate audience counts as that total will be required to complete the GCA Economic Calculator when filing Final Reports. Definitions of SOS items are provided in *e-Grant* and in the [FY2010 Application Glossary](#).

PLEASE ALSO NOTE: If funded, the applicant must adhere to all **contractual obligations** stipulated by the state of Georgia and fulfill the proposed Scope of Services for FY2010 as presented in the applicant's FY2010 ACE Continuation application.

### III. FUNDING CRITERIA

Continuation applicants will either be Approved, Not Approved, or Approved with Stipulations. Proposals will be evaluated based on the criteria listed below.

1. **Budget:** Is the project budget appropriate, correctly allocating funds for the Arts Education Consultant and additional funds for Teaching Artist(s), general supplies and travel expenses if needed?
2. **Objectives:** Do the projected objectives continue the AE curriculum work of the previous year? If there are changes, are they justified by previous year's evaluation results?

### IV. APPLICATION INSTRUCTIONS

A complete *Application Package* requires the electronic submission of all of the following through GCA's new **e-GRANT SYSTEM**:

- *e-Grant*, sections I-III
- *ACE Continuation Grant Form*
- *Arts Education Budget Form*
- Grant Narrative (Planned Outcomes)
- Required Attachments (see page 11)
- *ACE Continuation Grant Application Checklist*

The last part of this package, the Support Materials must be submitted to GCA, mailed or hand delivered by the stated deadline.

Instructions for completing each item of the *Application Package* are explained in detail below. Please be sure to read and complete each section as instructed. Remember, applicants must complete and submit the *Grant Forms* found at the end of this document. Step-by-step instructions for submission through the new **e-GRANT SYSTEM** and Frequently Asked Questions can be located in the *e-Grant* section of the GCA website.

**e-Grant**

Arts Curriculum Enhancement Continuation Grant applicants are required to complete sections I-III in *e-Grant*. For line-by-line instructions on how to fill out *e-Grant*, visit the *e-Grant* section of the GCA website.

**Budget Breakdowns**

Using the *AE Budget Form*, provide a budget that explains how the *ACE Grant* award will be spent. List all eligible anticipated costs: consultant fees, field trip expenses and any costs of required arts supplies or materials that will be consumed in the coursework. Provide the sources of revenue for satisfying the remainder of the expenses not covered by the *ACE Grant*.

Budget breakdowns are required for each applicable line item listed in the Project Budget Expenses and Project Budget Income listed in the *Arts Education Budget Form*. Expense Breakdowns are required for Lines 5 and 9. Income Breakdowns are required for Lines 12, 13, 14, 15, 16 and 17.

To complete the Budget Breakdowns correctly, refer to the Expenses, Income and In-Kind Support listed on the Arts Education Budget Form and follow these instructions:

- Provide the breakdowns on as many sheets of 8.5 x 11 paper as necessary, these must be uploaded to the new e-GRANT SYSTEM
- Title each sheet of paper, in the upper right-hand corner, *ACE Continuation Budget Breakdown*, followed by *Applicant Name*
- Use a font that is no smaller than 12-point type that is easy to read; do not use an italic font
- Do not use *ineligible expenses*
- Be sure that there are no mathematical errors; the total amount of each line item in the breakdown must equal the amount listed for that line item on the Arts Education Budget Form

**Expense Breakdown Example:**

04. Art & Teaching Supplies	
Art Supplies	\$75
Writing Journals (26 @ \$2.50)	\$65
Total:	\$140

**Income Breakdown Example:**

12. Community Support	
PTA/PTO	<i>\$50 confirmed</i>
13. Foundation	
The Henderson Trust	<i>\$90 pending*</i>
Total	<i>\$140</i>

*\* Any income not confirmed at the time of application should be marked pending*

**In-Kind Support**

Begin the breakdown by listing the line item (number and title). Provide line items for each source of In-Kind Support, delineating the item being donated, donor source, status, and *fair market value* (FMV) assigned to each donation. For each line item, provide a breakdown that illustrates how the fair market value was established.

16. In -Kind Support:	
Public Meeting Space	<i>\$500 confirmed</i>
	<i>Foxglove Theatre</i>
Costume Prep, Juana Vargas (Professional seamstress at \$25/hour x 20 hours)	<i>\$500 confirmed</i>

**Ineligible Expenses**

Due to prohibitions in the Georgia Constitution, by other regulations of the state, or by policy, GCA does not fund:

- **Capital Expenditures/ Equipment**  
 According to the IRS, capital expenditures are permanent fixtures and equipment that generally have a useful life of over two years. The IRS classifies such expenditures the term depreciation, indicating that their cost is written off over the “life of the item” or that number of years for which it is deemed useful. The longest useful life classification by the IRS is for real estate (buildings), forty years. Thus, office equipment, office furniture, and even upgrades to these (such as a new computer chip or different lens for a camera, or re-paving of the parking lot) are not eligible for GCA grant awards and should not be included in the budget presented to GCA. NOTE: Office, art and teaching supplies are eligible.  
 The following are also deemed ineligible:
  - Purchase of buildings or real estate
  - Renovations or improvements involving structural changes
  - Expenses for roads, driveways, parking lots or other projects/repairs

- Purchases of permanent or generally immobile equipment such as grid systems, sound systems, central air conditioning and all other capital expenditures
- Fundraising Event Expenses  
Everything that is purchased for use in a fundraising event is an ineligible expense for a GCA grant application budget. This holds true for an auction or art sale fundraiser; the cost of artworks purchased are not eligible expenses. Entertainment, gifts, printing expenses, awards, refreshments, and all other expenses purchased for the fundraising event are all ineligible.

NOTE: All eligible fundraising **income** included in the application's Annual Budget must be reported as net dollars.

- Programming provided by the applicant outside of Georgia and the USA
- Tuition for college/university study, whether in the USA or abroad
- Scholarships, prizes, or endowment funds
- Deficits or campaigns to reduce deficits
- Depreciation
- Entertainment expenses, whether receptions, refreshments, staff or cast parties, staff awards, flowers, etc.
- Late registration fees for conferences
- Fees paid to lobbyists
- Travel and accommodation expenses that are over the rate allowed by the state of Georgia (contact your Program Manager for the latest details)
- Items labeled "Miscellaneous" are not eligible and will be deducted by GCA Staff from the Expense Line if the application is approved for funding, the applicant may be required to provide a corrected application budget prior to full execution of the contract (see *Corrections & Stipulations Memo* for details and deadline information)

**Grant Proposal Narrative** The Grant Proposal Narrative provides an excellent opportunity for the applicant to demonstrate the applicant's organizational strengths and programming excellence to the Peer Review Panel.

There are two (2) topics in this narrative: Recap of Previous Year and Project Quality Overview. Each topic has multiple sub-questions that must be answered in order. To complete the narrative correctly, follow these instructions:

- The application narrative must not exceed a total of four sheets of 8.5 x 11 paper. These must be uploaded to the new e-GRANT SYSTEM.  
NOTE: School Districts applying on behalf of a number of schools may add up to 2 extra pages per school to the narrative.
- All narratives must be typed. Use a font size no smaller than 12-point type and easy to read; do not use an italic font
- The footer for each sheet of paper must be in the lower left-hand corner and must read: *ACE Continuation Grant Narrative*, followed by *Applicant Name* and the *page number*.
- Answer each question in the order it appears in the application
- Clearly label each narrative question with its number and corresponding topic for clarity, followed by the answer
- Provide clear, thorough, and concise answers to the FY2010 narrative questions listed below
- Avoid technical terminology or abbreviations that a reader may not be familiar with unless a definition is provided
- Be certain to answer every FY2010 narrative question below; applications that have neglected to answer all of the narrative questions will be deemed ineligible

### **FY2010 ACE CONTINUATION GRANT NARRATIVE QUESTIONS**

NOTE: School Districts applying on behalf of a number of schools must respond to the following questions for each school.

#### **1. Recap of Previous Year**

Provide a brief summary of the ACE-Grant completed in the prior year; restate the planned measurable outcomes and present the achievements. A discussion must include:

- The number of students who were reached directly and indirectly by the project
- The grade level(s) focus of the project

- Core curriculum subjects and artistic discipline(s) that were integrated
- State or National Standards and QCC's that were addressed
- If difficulties were encountered, explain and provide plans to overcome them

## 2. Project Quality Overview

- Compare this application to the previous year's ACE Grant, and discuss any changes and continuing objectives in detail
- Describe how evaluation tools in prior year(s) were applied to improve the program. Include how students responded and how the project affected them.
- Discuss the evaluation methods that will be used to assess the success of reaching project outcomes. (Applicants are strongly encouraged to review GCA's [\*Evaluation Handbook\*](#) prior to writing goals)
- State the Arts Education mission for your school, organization or school district if it has been developed

### Grant Forms & Required Attachments

In addition to filling in the required data fields in *e-Grant*, providing Budget Breakdowns and the Grant Narrative, applicants are required to fill out the three (3) *Forms* at the end of this document and provide the items detailed below. These documents must be uploaded to the new **e-GRANT SYSTEM**.

#### FORMS:

- *ACE Continuation Grant Form*
- *Arts Education Budget Form*
- *ACE Continuation Grant Application Checklist*

**REQUIRED ATTACHMENTS FOR ALL APPLICANTS:** The following items are required and must be submitted as part of the *Grant Proposal Package*. Title each sheet of paper, in the lower left hand corner, *Additional Requirements* followed by *Applicant Name*. All elements of the *Grant Proposal Package* are to be grouped and uploaded as outlined on the ACE Grant Checklist. Where indicated, place the Required Attachments at the end of the Narrative and add the appropriate page number.

**Personnel Changes:** Attachment A

Provide updates with contact information for any changes to personnel since last year's project. Also, present all changes in leadership responsibilities and note the reasons for these changes.

For School Districts: Update the contact and leadership information for each school in the grant application.

**REQUIRED ATTACHMENTS for Nonprofit Organizations and Private Schools ONLY:**

**ADA Checklist:** Attachment D

Applicants must complete the **ADA Checklist** portion of the application if there is not a current ADA Checklist for the venue on file at GCA. A current ADA Checklist is any Checklist submitted within the last two-years (FY2008 or FY2009). First-Time applicants must submit this Form. This section will not be scored, but must demonstrate compliance with ADA requirements in order for the application to be deemed eligible for review. Also, submit this form for each new venue for programming proposed in the FY2010 application. If the project venue is a public facility, this checklist is not required.

**Board of Directors List:** Attachment A

For each member of the organization's governing board, provide the name, corporate, business, or community affiliation and title, mailing address, workday telephone number, and ethnic demographic. Also provide official board titles for board members, such as Chairman.

**GA Certificate of Incorporation Annual Registration:** Attachment C

All private schools and nonprofits must include a copy of the organization's current GA Certificate of Incorporation Annual Registration. To download proof of the most recent registration, go to the [Secretary of State website](#). This is the only acceptable proof of registration status. Only one copy of the Georgia Secretary of State Annual Registration is required each year. If the applicant is making more than one submission, provide this copy with the application that has the earliest submission date.

**Applicants using a Parent Organization's 501(c) 3 Status:**  
Attachment D

Along with the items detailed above, applicants using a parent organization's 501(c) 3 *umbrella* status must also include a letter from

the parent organization's Board Chair stating that the applicant organization is authorized to use the 501(c) 3 status of the parent organization.

### Support Materials

Support Materials are required of all ACE Grant applicants. A *Grant Proposal Package* submitted without the required Support Materials will be deemed ineligible for review. Support Materials are an essential component of the application, and are taken seriously by the Peer Review Panel as a demonstration of the applicant's artistic excellence and/or organizational capacity.

Acceptable support material content includes still images, videos, music, promotional materials, programs and/or published reviews. All Support Materials must be submitted to GCA, mailed or hand delivered by the stated deadline.

Letters of support or testimonials are not acceptable as support materials and should not be included. The review panel will be instructed to disregard them.

NOTE: All Support Material (documents, photographs, and electronic media) submitted with the Application and Final Report becomes part of the official record of the contract with the State of Georgia. GCA will use these as promotional collateral, crediting the organization when used. Support Materials should be submitted in the media that best represents the discipline, such as audio format for music, video format for presenters, and craft/visual arts through photographs or images on a CD. If the applicant does not want its Support Material so used, it must provide a self-addressed, stamped envelope for return of the materials.

### INSTRUCTIONS FOR SUBMISSION:

To submit Support Materials correctly as part of the *Grant Proposal Package*, follow these instructions:

- Panelists have 5 minutes to review Support Materials; do not send more material than can be reasonably reviewed during this time limit
- Read the required Support Materials section below
- Label each piece of Support Material submitted with the grant category and applicant name
- Attach all Support Material together, either in a separate envelope or held together with a bracket clip or rubber band

- If submitting a DVD, CD or VHS, the material should be of good production quality and may be of any length; however, the Peer Review Panel is provided a maximum of **five minutes to view or listen** to all A/V materials.
- Cue all materials as appropriate
- Include a cover sheet listing each piece of Support Material. Include on this sheet recommendations for the best sampling of work to review for audio/visual materials.
- If the applicant would like the materials returned, please make a note of this on the cover sheet and include a self-addressed stamped envelope with adequate postage to cover the cost of mailing materials back to applicants (GCA will not fund this expense)

#### **REQUIRED SUPPORT MATERIALS**

- Photos of students in action engaged in current arts programming, or DVD/VHS of student productions or concerts
- Sample lesson plans of arts education curriculum

Click [here](#) for a MSWord version of this form

**Applicant Organization**

School System/School or Organization Name *legal*:

Name *DBA*:

**Applicant Contact Person**

Name:

E-mail:

Phone:

**Legal Assurances**

This application requires two different signatures by the school system/school or organization's leadership in [blue ink](#). The individuals signing this application must receive mail at different addresses. With their signatures, each affirms:

***"I certify that the information in this application is true and correct to the best of my knowledge. I understand that the application and all budget breakdowns, salary listings, and all other required application attachments are public record and open to public inspection."***

**Principal, Board President or Board Chair**

Name:

Title:

E-mail:

Phone:

Mailing Address:

City:

Zip:

Signature\*:

**Superintendent, Highest Ranking Executive Staff or Highest Ranking Corporate Official**

Name:

Title:

E-mail:

Phone:

Mailing Address:

City:

Zip:

Signature\*:

\* GCA will accept either an electronic signature, or type a back slash (\) followed by Legal Name

*Please Note: Not all lines require an entry. Specific instructions can be found on page 7 of this document*

<b>Project Expense</b>			
<b>Expense</b>	<b>GCA Grant</b>	<b>Other Sources</b>	<b>Total</b>
1. GCA-Certified Teaching Artist	\$	\$	\$
2. GCA-Certified Arts Education Consultant	\$	\$	\$
3. Other Arts Professionals	\$	\$	\$
4. Travel Expense/ Reimbursements for TAB and/or AECB Sub-contractors: Meals Accommodations Mileage Reimbursement		\$	\$
		\$	\$
		\$	\$
5. Art & Teaching Supplies (Attach Breakdowns)	\$	\$	\$
6. Field Trip Travel	\$	\$	\$
7. Admission: Performances & Exhibitions	\$	\$	\$
8. Tuition (Professional Development)	\$	\$	\$
9. Other (Attach Breakdowns)	\$	\$	\$
10. TOTAL EXPENSE (Add 1-9)	\$	\$	\$

<b>Project Income</b>		
		<b>Total</b>
11. <u>Applicant Cash</u> : School/School System, Discretionary Funds, nonprofit's cash reserves or current year's budget		\$
12. <u>Community Support</u> : Cash contributions from Local Business, nonprofits, PTA/PTO or Booster Clubs for this application's activities	Attach Breakdown	\$
13. Foundation	Attach Breakdown	\$
14. Corporation	Attach Breakdown	\$
15. Government Support: Grants from federal, state (other than GCA), or local government agencies	Attach Breakdown	\$
16. In-Kind Support: Materials provided by local supporters	Attach Breakdown	\$
17. Other	Attach Breakdown	\$
18. GCA Request		\$
19. TOTAL INCOME (Add 11-18)		\$

Be sure to accomplish each item on this Checklist by the deadline.

- Review [FY2010 Application and Contract Compliance Guidelines](#)
- Complete the following in e-Grant, but do not submit until the entire **Grant Proposal Package** is ready for electronic submission
  - Section I-III

Group the following elements, in the order presented, into the four (4) documents outlined below. Each of the four (4) documents must be uploaded to the new e-GRANT SYSTEM prior to submission. All documents must be in MS Word, Rich Text or MS Excel format.

Attachment A: Microsoft Word/Rich Text Documents

- ACE Continuation Grant Form**
- Grant Narrative
- Arts Education Budget Form**
- Personnel Changes
- Nonprofits and Private Schools Only: Board of Directors List with name, corporate/business/community affiliation and title, mailing address, workday telephone, and ethnic demographic
- ACE Continuation Grant Application Checklist**

Attachment B: Microsoft Excel

- Budget Breakdowns for Expenses, Income, and In-Kind Support

Attachment C: Annual Registration (Nonprofits and Private Schools Only), attach from **Secretary of State website**.

- Copy of Georgia Certificate of Incorporation Annual Registration (*if applicable, see pg. 12*)

Attachment D: Compliance Documents (Nonprofits and Private Schools Only)

- ADA Checklist** (submit one ADA Checklist for each different venue used)  
Note: Returning applicants that submitted an *ADA Checklist(s)* in FY08 or FY09 do not need to resubmit unless there are any changes in their policies, practices, and programs OR they are adding new venues.
  - Letter from Parent Organization's Board Chair authorizing applicant's use of parent organization's 501(c)3 Federal Tax Exempt Status (only applicants using parent organization's 501(c)3 status)
- Mail the following to GCA, 260 14<sup>th</sup> Street, Atlanta, GA 30309**
- One set of required Support Materials with a one-page listing of all Support Materials enclosed
  - A self-addressed stamped envelope with proper postage, if applicant would like the Support Materials returned