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I. GENERAL INFORMATION

Grant Description

The *Arts Education Consultant Bank (AECB)* is a resource of skilled arts education professionals available to nonprofit arts organizations, community arts organizations, schools, and school systems for in-depth development, expansion, and/or enhancement of arts curricula that is adaptive to diverse learners.

Too few Georgia schools and school systems have the financial resources to provide Arts Education curricula or promote and train staff in arts integration. GCA believes that by providing not only financial support but also a resource of professionals, the State of Georgia can directly impact the educational attainment of its K-12 students. Because the needs of GCA grant recipients are broad and varied, a variety of specialized skills are desired from this resource.

Who Should Apply

Applicants must be Arts Education (AE) or Arts-in-Education (AIE) specialists who:

- Are experienced in arts integration program planning and curriculum development
- Available to travel to schools and nonprofit organizations across the state
- Able to commit to a three-year term on this bank

Applicants are not expected to be qualified in all the following categories, but must demonstrate mastery in at least one category.

- Grade-level(s) Specialization
- Academic Subject Specialization
- Arts Discipline Mastery (if applicant is also an artist)
- Professional Development in AE or AIE curriculum development (Georgia QCC or National Performance Standards)
- Strategic Planning, which must include goal setting, mission statement development, and timeline development
- Evaluation and Testing

Funding Request

Because AECB is a competitively adjudicated Roster of GCA-certified Arts Education Consultants, there is no direct monetary award associated with a consultant's placement on it. Therefore, there is no cash match requirement. GCA consultants receive their compensation from school systems, schools or nonprofits receiving a GCA grant, not directly from GCA.

GCA-Certified AE Consultants must accept the GCA fee of \$70 per hour for work on GCA-Arts Education Grants (AIR AND ACE). GCA-Certified AE Consultants may negotiate fees (non-GCA rate) with GCA grantees if the work requested is not part of, or extends beyond a GCA funded Arts Education Grant. GCA-Certified AE Consultants are always able to negotiate fees (non-GCA rate) for contracts not affiliated with a GCA AIR or ACE Grant.

The AECB application is for a three-year term. A Final Report consisting of an updated Profile Form is required each year an organization is on AECB. However, after three years, the applicant must complete an abbreviated ***AECB Renewal Form*** for GCA review and continuation on AECB.

Note: GCA reserves the right to require a member of ***AECB*** to re-qualify for any reason before the organization's three-year term ends, if circumstances warrant. No continuation forms are required in Years 2 & 3. It is up to the applicant to remember when a renewal application is required.

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 Forms, Narrative, 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&II
- ***AECB Form***
- Grant Narrative
- ***AECB Profile Form***
- Required Attachments (see pg. 7)
- ***AECB Application Checklist***
- Support Materials

For line-by-line instructions on how to fill out ***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 AECB application is due March 9, 2009.

- All components of the Application Package: *e-Grant*, sections I & II, *AECB Grant Form*, Grant Narrative, *AECB Profile Form*, *AECB Application Checklist* & 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 9th

II. FUNDING CRITERIA

The Arts Education Peer Review Panel will review new applicants in alphabetical order. Panelists will use the following funding criteria to evaluate and score all eligible FY2010 applications:

1. **Experience** (20 points): Applicant demonstrates substantial experience in arts education and/or art-in-education consulting work that is adaptable for diverse learners.
2. **Mastery/Expertise** (20 points): Applicant demonstrates mastery or expertise in an arts discipline or possesses other relevant consulting qualifications in the areas of curriculum development, strategic planning, arts integration, and/or evaluation methodologies.
3. **Consulting Approach** (20 points): Applicant demonstrates an appropriate approach to a consultant's role that displays creativity and that recognizes the differences between working with teachers and with students.
4. **Documentation Skills** (20 points): Applicant demonstrates the written skill sufficient to complete an agenda, the design of testing instruments, curriculum development and other documents required in a variety of consulting situations.
5. **Communication Skills** (20 points): Applicant demonstrates positive communication skills that are professional, enthusiastic, and productive.

III. APPLICATION INSTRUCTIONS

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

- *e-Grant*, sections I & II
- *AECB Grant Form*
- Grant Narrative

- *AECB Profile Form*
- Required Attachments (see page 7)
- *AECB 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 **Grant Proposal Package** are explained in detail below. Please be sure to read and complete each section as instructed. Remember, applicants must complete and submit the **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

AECB applicants are required to complete sections I & II in **e-Grant**. For line-by-line instructions on how to fill out **e-Grant**, visit the **e-Grant** section of the GCA website.

Grant Proposal Narrative

The Grant Proposal Narrative provides an excellent opportunity for the applicant to demonstrate his or her professional strengths, credentials, and organizational and programming abilities to the Peer Review Panel.

There are five topics in the narrative: **Experience, Mastery/Expertise, Consulting Approach, Documentation Skills, and Communication Skills**. Topics have 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 six sheets of 8.5 x 11 paper, these must be uploaded to the new **e-GRANT SYSTEM**
- 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: *AECB 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 AECB GRANT NARRATIVE QUESTIONS

1. Experience: (20 Points)

- a. Qualified Arts Education Disciplines: Detail the academic achievements, consulting experience, years of experience, and any teaching credentials held to meet the qualifications of this roster.
- b. Grade-Level and Academic Subject Specialization: Detail grade-level experience and academic subjects supported in consultancies over the last three years.
- c. Arts-in-Education Design: Describe any arts-in-education programming designed, written (i.e. lesson plans) and conducted in the past three years.

2. Mastery/Expertise: (20 Points)

- a. Arts Discipline Mastery: Describe the arts discipline in which mastery has been achieved.
- b. Professional Learning: Describe professional learning for educators (both arts and other subjects) conducted within the past three years.
- c. Strategic Planning: Describe any strategic planning facilitation and development for schools or nonprofits completed in the past three years.

3. Consulting Approach: (20 Points)

- a. Consulting Philosophy: Describe your approach to consulting. Emphasize creative ways in which you engage teachers in cooperative decision-making.
- b. Goals as a Consultant: Describe how you transform the curriculum needs required of teachers into positive educational outcomes for students.

4. Documentation Skills: (20 Points)

- a. Curriculum Development: Describe any curricula completed (both arts and other subjects) in the past three years that correlates with the National Performance, the Georgia Performance Standards and/or Fine Arts QCC. Name the school or other organization for which this work was completed and provide a contact name and telephone number.

- b. Evaluation and Testing: Describe professional credentials and experience in consulting work that focuses on *evaluation* and testing.

5. Communication Skills: (20 Points)

Describe the communication techniques employed to meet varying learning styles of students, staff, and administrators.

**Grant Forms &
Required Attachments**

In addition to filling in the required data fields in *e-Grant* and providing narrative responses, applicants are required to fill out the four (4) *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:

- *Arts Education Consultant Bank Application Form*
- *Arts Education Consultant Bank Profile Form*
- *Arts Education Consultant Bank Application Checklist*
- *AE Consultant Bank Reference Form - A complete application must contain three (3) AE Consultant Bank Reference Forms from different contracting entities that you have worked with in the past three years. Direct the references to send their forms directly to GCA- do not include them in your application package. While the Forms must be mailed by each reference, rather than by the applicant, they are a requirement of the grant, and if not received by the deadline, the application will be deemed ineligible. Georgia-based arts education providers must complete two of the three Consultant Bank Reference Forms. The third reference form may be from an out-of-state arts education provider.*

Forms must be mailed directly to:
Georgia Council for the Arts
Attn: Arts Education Program Manager
260 14th Street Ste. 401
Atlanta, GA 30318

REQUIRED ATTACHMENTS:

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: *AECB Applicant Required Attachments*, followed by *Applicant Name* and the page number. All elements of the Grant Proposal Package are to be grouped and uploaded as outlined on the AECB Checklist. Where indicated, place the Required Attachments at the end of the Narrative and add the appropriate page number.

Resume – Attachment A

The applicant must provide a current resume detailing consulting experience.

Three-Year Client List – Attachment A

Complete Client Contact List for the last three years; include client name, project name, and telephone number or email address for each client contact.

Support Materials

Support Materials are required of all AECB Grant applicants. A ***Grant Proposal Package*** submitted without the required Support Materials will be deemed ineligible for review. Support Materials are an essential component 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 become 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 a limited time to review Support Materials; do not send more material than can be reasonably reviewed during panel discussion
- Read the required Support Materials in the 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

Each applicant must submit in the *Grant Proposal Package*:

- Samples of professional materials that were provided to the schools or nonprofit organizations; these could include training handouts, instructional papers or MS PowerPoint for training and project completion
- Samples of evaluation materials that have been used, as well as samples of arts education activities, or strategic plans or curricula development summaries.
- **AECB Publication Artist Photos**
Please submit two different professional-quality photographs of yourself; one must be a head shot, the other may be an action shot of your work with others, or a photograph of your artistic work, if applicable. These photograph(s) will accompany your Artistic Profile published by GCA. They are the face a potential presenter/client sees first. These photos must be uploaded to the **E-GRANT SYSTEM**.

Artist photos must meet the following criteria:

- Minimum 300 dpi resolution
- Minimum 4.5" x 6" image size

- Images must be taken within the past year
- Black and White preferred, high contrast color photos acceptable

***NOTE:** Visual artists/artisans/crafters have the option of selecting images that represent the work created. Contact the Arts Education Program Manager to discuss image alternatives.*

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

New Applicant Information

Legal Name:

Professional Name (if different):

Legal Address:

City, State and Zip Code:

E-mail:

Phone:

Legal Assurances

The individual signing this application must receive mail at the address provided; any changes in mailing address must be provided to GCA immediately, using the [Change of Information Form](#) on the GCA Website. With his/her signature, the applicant 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 other required application attachments are public record and open to public inspection.”

Arts Education Consultant

Name:

Signature*:

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

CONSULTANT NAME: _____

Name as you would like it to appear in the roster publication

AREAS OF EXPERTISE: _____

EXAMPLE: Grant Writing, Lesson Plan Development, Arts Integration Curriculum Development, etc

CONTACT INFORMATION

Contact Name: _____ **Title:** _____

Phone: () - x email: _____

Website _____

GRADE LEVELS: _____

CURRICULUM SUBJECTS *(Choose all that apply)*

history/social studies language arts math science other _____

ARTISTIC DISCIPLINES *(Choose all that apply)*

dance literary arts media arts music theatre visual arts

Art Form: _____

EXAMPLE: papermaking, painting, ballet, poetry

Degrees: _____

Certifications: _____

Trainings: _____

PROGRAMMING & FEE RANGE(S): *GCA-Certified AE Consultant must accept the GCA fee of \$70 per hour for work on GCA-Arts Education Grants (AIR AND ACE). GCA- Certified AE Consultants may negotiate fees (non-GCA rate) with GCA grantees if the work requested is not part of, or extends beyond a GCA funded Arts Education Grant. GCA- Certified AE Consultants are always able to negotiate fees (non-GCA rate) for contracts not affiliated with a GCA AIR or ACE Grant.*

program title: \$0.00 - \$0.00

program title: \$0.00 - \$0.00

program title: \$0.00 - \$0.00

program title: \$0.00 - \$0.00

CONSULTANT PROFILE DESCRIPTION: *Please briefly describe your work in the space provided below. This will be what is published by GCA to attract potential customers, "shopping" for Consultants. Keeping this in mind, compose your profile. Provide as much relevant information as possible, but do not exceed 500 words.*

In the right-hand column below, enter the details required for a high-quality presentation. If the technical item is not required, enter "Not Applicable". If technical requirements vary significantly with different programs offered, enter the minimum requirements followed by "To Be Discussed".

WORKSHOP/RESIDENCY	
Technical Item	Requirements
Minimum Space Dimensions	
Space Setting <i>(Include tables, chairs, water, electricity etc.)</i>	
Audio Support Equipment	
Visual Support Equipment	
Other	
Other	

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
 - Sections I-II

Group the following elements, in the order presented, into one document as outlined below. This document must be uploaded to the new e-GRANT SYSTEM prior to submission and must be in MS Word or Rich Text format.

Attachment A: Microsoft Word/Rich Text Documents

- AECB Grant Form*
 - Grant Narrative
 - AECB Profile Form*
 - Resumes
 - Three-Year Client List
 - AECB Application Checklist*
-
- Mail the following to GCA, 260 14th 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
 - Three *AECB Reference Forms* (Form follows this checklist) sent directly to GCA by Reference

SECTION – I (To be completed by the Applicant)

Applicant Name _____

Contact Name (if different): _____ Phone: _____

SECTION – II (To be completed by the Reference)

Applicants to GCA's Arts Education Consultant Bank will not be considered without the required references. If you are unable to serve as a Reference for this applicant, please let the Applicant know immediately so that another Reference may be requested. Please complete this Form, sign it, and forward it to the GCA office. **This Form must be postmarked by March 9, 2009 or hand-delivered to GCA offices no later than 4:45 PM on March 9, 2009.**

PERFORMANCE/PRESENTATION INFORMATION:

Date of Most Recent Arts Education Consultancy: _____

Location of Consultancy: _____
Name of Facility & City

Topics of Consultancy: _____

Final Deliverable: _____
Curriculum, Evaluation Instrument, etc.

EVALUATION: Please check a rating for each criterion below or if not applicable, check NA.

	Poor	Fair	Good	Excellent	N/A
1. Consultant Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Artistic Mastery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Student/Teacher Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Quality/Comprehensiveness of Written Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Quality and Comprehensiveness of Consulting Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTARY: For every "Poor" rating selected above, provide an explanation. Begin the explanation with the criterion number followed by the criterion (i.e., #1 Consultant Experience). Other comments concerning the applicant's artistic excellence and successful teaching are welcome. Attach additional sheets of paper, if necessary.

Signature: _____

Title: _____ **Date:** _____

Phone: _____

Please provide a daytime telephone number should any commentary require further details.