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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

Renewal applications are accepted from current members of GCA's AECB whose three-year term expires in FY2009. 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 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.

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** 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 Renewal Form*
- *AECB Renewal Profile Form*
- Required Attachments (see pg. 5)
- *AECB Renewal 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 Renewal application is due March 9, 2009.

- All components of the Application Package: *e-Grant*, sections I & II, *AECB Renewal Grant Form*, *AECB Renewal Profile Form*, *AECB Renewal 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 *AE* Panel conducts the review. Their recommendation will be to: Approve, Approve with Stipulations, or Not Approve.

Panelists will use the following funding criteria to evaluate the *Arts Education Consultant Reference Forms*, Three-year Client List, Required Attachments, and Support Materials submitted:

1. Has the applicant satisfactorily completed curriculum enhancement, expansion, or development consultancies over the past three years?
2. Do the outcomes meet the client's expectations?
3. Has the consultant been professional and provided appropriate guidance?

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 Renewal Grant Form*
- *AECB Renewal Profile Form*
- Required Attachments (see page 5)
- *AECB Renewal 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 Renewal 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 Forms &
Required Attachments**

In addition to filling in the required data fields in *e-Grant*, 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:

- *AECB Grant Form*
- *AECB Renewal Profile Form*
- *AECB Grant Application Checklist*
- *Arts Education Consultant Bank Reference Form- A complete application must contain three (3) Arts Education Consultant Bank Reference Forms* from different arts education providers that you have worked with in the past three years. Arts education providers include: Schools (grades K-12), School districts, or arts /community organizations that present the arts.

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 Arts Education 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 Renewal 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 Renewal Checklist.

Resume – Attachment A

If there have been any updates to the Arts Education Consultant’s resume, please provide a revised copy of the resume.

Three Year Client List – Attachment A

Provide a Client List that covers the last three years. Include client name, contact person, city, telephone, and email address. Also provide the grade-level and academic subject of the residency.

Support Materials

Support Materials are required of all AECB Renewal 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 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 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 , arts education activities , or strategic plans or curriculum 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!

Arts Education Consultant Name

Legal Name: _____

Professional Name (if different): _____

Mailing Address: _____

City: _____

Zip: _____

E-mail: _____

Phone: _____

Signature: _____

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 a 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
 - Section 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 Renewal Grant Form*
 - AECB Renewal Profile Form*
 - Resumes
 - Three-Year Client History
 - AECB Renewal 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 Renewal 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.