

TABLE OF CONTENTS

I. GENERAL INFORMATION

Roster Description
Who Should Apply
Application Process
Deadline

II. FUNDING CRITERIA

III. APPLICATION INSTRUCTIONS

e-Grant
Grant Proposal Narrative
Grant Forms & Required Attachments
Support Materials

IV. APPLICATION FORMS

TAB Renewal Application Form
TAB Renewal Reference Form
TAB Renewal Application Checklist

I. GENERAL INFORMATION

Grant Description

The *Teaching Artist Bank (TAB)* is designed to serve as a resource of Teaching Artists who are skilled in one or more art disciplines, experienced in classroom settings, and able to present materials in ways that are adaptive to diverse learners. Individuals included in the TAB may be utilized throughout GCA's grant programs and are available for residencies across the state. They have been approved by Georgia Council for the Arts based on a demonstrated high level of artistic ability in their discipline and significant experience working with students. A variety of organization types hire from *TAB* including: community arts councils, nonprofits offering arts programming, schools, school districts, and libraries.

Who Should Apply

The *Teaching Artist Bank (TAB)* is open to all Georgia Teaching Artists. The TAB Renewal application is for current members of TAB whose three-year term will expire in FY2009. A variety of specialized skills are desired that reflect community needs. Applicants to *TAB* are not expected to be qualified in all categories, but must demonstrate expertise or mastery in at least one. Among these are:

- Grade-level Specialization
- Academic Discipline Experience
- Arts Media Mastery in at least one discipline
- Professional Development in Arts Education and/or Arts-in-Education for teachers
- Arts-in-Education planning for specific K-12 subjects

To increase opportunities for Georgia Teaching Artists to obtain residencies and other assignments, GCA makes the *TAB* publication available to the public. Compensation to TAB artists comes from the GCA grantee, not directly from GCA.

GCA offers two grants in which *TAB* members could be hired:

- Arts Curriculum Enhancement Grant (ACE)
- Artist-in-Residence (AIR)

TAB Applicants who wish to pursue AIR opportunities must have teacher training experience. Review each of these grants on the [GCA Website](#) prior to completing this application.

Funding Request

Because **TAB** is a competitively adjudicated Roster of GCA-certified Teaching Artists, there is no direct monetary award associated with an artist's placement on it. Therefore, there is no cash match requirement. Teaching Artists receive their compensation from school systems, schools or nonprofits receiving a GCA grant, not directly from GCA.

GCA-Certified Teaching Artists must accept the GCA fee of \$70 per hour for work on GCA Arts Education Grants (AIR and ACE). GCA-Certified Teaching Artists 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 Teaching Artists are always able to negotiate fees (non-GCA rate) for contracts not affiliated with a GCA AIR or ACE Grants.

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

Note: GCA reserves the right to require a member of **TAB** 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
- **TAB Renewal Form**
- **TAB Renewal Profile Form**
- Required Attachments (see pg. 5)
- **TAB Renewal 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 TAB application is due March 9, 2009.

- All components of the Application Package: *e-Grant*, sections I-II, *TAB Renewal Grant Form*, *TAB Renewal Profile Form*, *TAB 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 *Teaching Artist Reference Forms*, Three-year Client List, Required Attachments, and Support Materials submitted:

1. Has the Teaching Artist's professional credentials been maintained?
2. Have teaching experiences been successful for students, teachers, and schools?

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
- *TAB Renewal Grant Form*
- *TAB Renewal Profile Form*
- Required Attachments (see page 5)
- *TAB 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

TAB 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:

- *TAB Renewal Grant Form*
- *TAB Renewal Profile Form*
- *TAB Grant Application Checklist*
- *Teaching Artist Bank Reference Form: A complete Application must contain three (3) Teaching Artist 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 Teaching Artist 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: *TAB 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 TAB Renewal Checklist.

Resume

If there have been any updates to the Teaching Artist's resume, please provide a revised copy of the resume.

Three Year Client List

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 TAB 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

- Samples of professional materials that were provided to the schools within the last three years
- Samples of residency materials that will be distributed or used in the arts education activity or engagement
- **TAB 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 Arts Program Manager to discuss image alternatives.*

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

Teaching Artist Name

Legal Name: _____

Professional Name (if different): _____

Mailing Address: _____ City: _____ Zip: _____

E-mail: _____ Phone: _____

Signature: _____

Legal Assurances

This application requires a signature in blue ink. 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 their 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.”

Teaching Artist

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

ARTISTIC DISCIPLINE: _____ - choose one - _____

SHORT DESCRIPTION: _____
1-5 word description of the predominant work produced by the artist/artist group. EXAMPLE: "puppetry" or "jazz musician (saxophone)."

BOOKING INFORMATION

Contact Name: _____ **Title:** _____
 Phone: () - x _____ email: _____
 Website _____

PROGRAMMING GRADE LEVELS: _____

PROGRAMMING TYPES: *GCA-Certified Teaching Artists must accept the GCA fee of \$70 per hour for work on GCA-Arts Education Grants (AIR and ACE). GCA- Certified Teaching Artists 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 Teaching Artists are always able to negotiate fees (non-GCA rate) for contracts not affiliated with a GCA AIR or ACE Grant.*

	performance	workshop	residency
Length			
GCA Fee	\$70 per hour	\$70 per hour	\$70 per hour
Non-GCA Fee			

ARTIST 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 Educators. Keeping this in mind, compose your Artistic 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 performance or 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".

PERFORMANCE	
Technical Item	Requirements for Performance
Minimum Stage Dimensions	
Stage Set <i>(Include chairs, risers, music stands, etc.)</i>	
Audio Support Equipment	
Visual Support Equipment	
Lighting	
Rehearsal Space <i>(If different from performance space)</i>	
Piano <i>(Include pitch specifications., i.e., A-440)</i>	
Other	
Other	
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

- TAB Renewal Grant Form**
 - TAB Renewal Profile Form**
 - Resumes
 - Three-Year Client History
 - TAB 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 **TAB Renewal Reference Forms** (Form follows this checklist) sent directly to GCA by Reference

SECTION – I (To be completed by the Applicant)

Teaching Artist Name (Applicant)

Contact Name (if different): _____ Phone: _____

SECTION – II (To be completed by the Presenting Organization)

*The individual listed above has applied to be included in the Teaching Artist Bank of GCA. To be included in the Bank, applicants are selected by a Peer Review Panel and must demonstrate artistic excellence and an ability to communicate well with teachers and arts administrators. GCA requires that the applicant submit three (3) references as part of the application. Applicants 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 _____
 Residency/Presentation: _____
 Location of Residency/Presentation: _____
 Name of Facility & City _____
 Arts Discipline(s): _____
 Type of Community Outreach: _____
workshops, school programs, special programs, etc.
 Core Curriculum & Activity: _____

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

	Poor	Fair	Good	Excellent	N/A
1. Program Quality	<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. Promotional/Outreach Materials (if provided by applicant)	<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"/>
7. Quality of Final Product	<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 Program Quality). Other comments concerning the applicant's artistic excellence and successful teaching are welcome. Attach additional sheets of paper, if necessary.

Signature: _____

Title: _____ **Date:** _____

Phone: _____