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I. GENERAL INFORMATION

Grant Description

The *Teacher Professional Learning Bank (TPL-Bank)* is a resource of competitively adjudicated, single-discipline dance, literature, music, theatre, visual arts or arts-in-education nonprofit organizations that offer arts-in-education training to teachers and other staff of the state's K-12 public, private, and parochial schools. Certification by GCA is required prior to appointment in the *TPL-Bank*.

Who Should Apply

Applicants to the *TPL-Bank* must be registered in the state of Georgia and offer arts-in-education training through workshops and classes. Lecture-oriented programs or conferences with minimal immersion activities will not be approved. Applicants must:

- Be able to commit to a 3-year term on the *TPL-Bank*
- Be incorporated in the state of Georgia on the application date and throughout their term on the *TPL-Bank*.
- Offer in-depth arts-in-education training, hands-on activities, and curriculum-planning sessions
- Include an evaluation component for and by the participating teachers/staff that measures the goals and objectives of the professional learning
- Have a minimum two-year history of successful training, as evidenced through program and evaluation materials submitted for review. Materials must provide evidence that trainings:
 - Extend for a minimum of two hours
 - Are eligible for a 2-credit Professional Learning Unit (PLU)

NOTE: To become a Georgia Department of Education (DOE) PLU approved vendor, submit a vendor profile application on the DOE website. All applications are processed electronically; the approval process may take up to six weeks. For the PLU forms go to the [Department of Education Website](#).

The *Teacher Professional Learning (TPL) Grant*, open to all K-12 teachers and educators, provides a \$200 award per participant for attending professional development training at any GCA-certified *TPL-Bank* provider. For further information, please refer to [TPL Grant](#) Information on the *GCA Website*.

Funding Request

Because **TPL-BANK** is a competitively adjudicated roster of GCA-certified arts organizations, there is no direct monetary award associated with an organization's appointment. Therefore, there is no cash match requirement. Payment is made directly to the GCA-approved Provider in the case of Teacher/Staff TPL-Grant type or directly to the school/school system in School/School System TPL-Grant type.

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

Note: GCA reserves the right to require a member of **TPL-Bank** to re-qualify for any reason before the 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.

TPL Provider List

A complete [list](#) of current TPL-Providers can be found on the **GCA website**.

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
- **TPL-Bank Form**
- Grant Narrative
- **TPL-Bank Profile Form**
- Required Attachments (see pg. 7)
- **TPL-Bank 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 TPL-Bank application is due March 9, 2009.

- All components of the *Grant Proposal Package: e-Grant*, sections I&II, *TPL-Bank Grant Form*, Grant Narrative, *TPL-Bank Profile Form*, *TPL-Bank 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 (35 points)

Applicant demonstrates substantial experience in arts-in-education training for teachers and/or schools. Applicant has provided this training for a minimum of two years.

2. Expertise (35 points)

Does the training staff have appropriate experience and credentials? Does the applicant demonstrate mastery and expertise in its training programs, providing hands-on, as well as integration exercises for curricula specified by the state of Georgia and/or National Performance Standards?

3. Evaluation (30 points)

Does the applicant continually evaluate training effectiveness through internal and external methodologies? Are evaluation results used to correct and improve the training? Is the required evaluation component that measures the goal and objectives of the professional learning for and by the participants present and of quality?

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
- **TPL-Bank Grant Form**
- Grant Narrative
- **TPL-Bank Profile Form**
- Required Attachments (see page 7)
- **TPL-Bank 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

TPL-Bank applicants are required to complete sections I and II in **e-Grant**. For line-by-line instructions on how to complete **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 (3) topics in the narrative: **Experience**, **Expertise**, and **Evaluation**. 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 page must be in the lower left-hand corner and must read: *TPL-Bank 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 neglect to answer all of the narrative questions will be deemed ineligible

FY2010 TPL-Bank NARRATIVE QUESTIONS

1. Experience (35 Points)

- a. Detail the organization's teacher professional learning offerings, noting the number of years training has been offered, if specific grade-levels are targeted, and the academic subjects that are supported.
- b. Provide a sample listing of schools and/or school systems the organization has offered programming to, with contact names and telephone numbers as reference.
- c. List the schools/school systems that have approved Professional Learning Units (PLU) for participants of your organization's training programs, as well as the number of credits received.

2. Expertise (35 Points)

- a. Discuss the professional credentials of the training staff. Include academic degrees, years of professional arts work, and years of arts-in-education teaching and training.
- b. Share the teaching philosophy that guides the content and manner of instruction.
- c. Discuss how hands-on and integration exercises address State and National Performance Standards

3. Evaluation (30 Points)

Note: It is strongly recommended that applicants review the ***GCA Evaluation Handbook*** prior to answering the following questions

- a. Describe the internal and external evaluation methods used to assess the success of the professional learning training.
- b. Include specific information on how the evaluation results are used in continued program development.

- c. Describe how participants are followed after the program to assess the training's effect on their teaching methods and student learning.

**Grant Forms &
Required Attachments**

In addition to completing the required data fields in *e-Grant* and 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:

- *Teacher Professional Learning Bank Application Form*
- *Teacher Professional Learning Bank Profile Form*
- *Teacher Professional Learning Bank Application Checklist*
- *TPL-Bank Reference Form: A complete application must contain three (3) TPL-Bank Reference Forms* from different contracting entities or teachers that you have worked with in the past three years. 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 TPL-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 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: *TPL-Bank 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 TPL-Bank Checklist. Where indicated, place the Required Attachments at the end of the Narrative and add the appropriate page number.

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.

Resumes: Attachment A

Provide resumes for each of the staff members who conduct professional learning training.

Detailed List of Training Offered: Attachment A

Include names and types of training programs, i.e. hands-on, lecture, etc.; number of hours of training for each; a brief summary of the core curriculum in each training. Provide this information on no more than one sheet of paper per training offered.

First-Time Applicants

Submit, along with a complete *Grant Proposal Package*, a copy of the organization's Internal Revenue Services letter indicating 501 (c) 3 Federal Tax Exempt Status, a copy of the organization's bylaws and the *ADA Checklist*.

REQUIRED ONLY OF APPLICANTS THAT ARE NOT CURRENT GCA CLIENTS:

Board of Directors List

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.

Community/Citizen Advisory Committee List

A Community/Citizen Advisory Committee list is required of all colleges, universities, or units of government at least 60% of the membership of this Committee must be representative of members in the community not students, faculty, or staff members of the institution. Please define the committee, stating its purpose and responsibilities. For each member provide the name, corporate, business, or community affiliation and title, mailing address, workday telephone number, and ethnic demographic. Indicate those members who are not elected officials or staff of the government unit or faculty, students, or staff of the educational institution.

GA Certificate of Incorporation Annual Registration 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 GA 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.

ADA Checklist : 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. 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.

Applicants using a Parent Organization's 501(c) 3 Status

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 **TPL-Bank** 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

Applicants must submit a sampling of:

- Course outlines with Objectives
- Marketing materials
- Evaluation forms (both internal and external)
- Participant evaluations
- **TPLB Publication Photos and Logo**
Please submit two different professional-quality photographs of the applicant's organization and one high-resolution color Organization Logo file, if applicable. These images will

accompany your Organizational Profile published by GCA.
These files must be uploaded to the **e-Grant System**.

- Photos and Logos must meet the following criteria:
- Files in JPEG, TIF or GIF format
- Minimum 300 dpi resolution
- Minimum 4.5” x 6” image size
- Images must be taken within the past year

New Applicant Information

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

Applicant Organization

Organization Name *legal*:

Name *DBA*:

Applicant Contact Person

Name:

E-mail:

Phone:

Legal Assurances

This application requires two different signatures by the 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 other required application attachments are public record and open to public inspection."

Highest Ranking Executive Staff or Highest Ranking Corporate Official

Name:

Title:

E-mail:

Phone:

Mailing Address:

City:

Zip:

Signature*:

Board President or Board Chair

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

ORGANIZATION

Legal Name: _____

AKA: _____
Organization's name as you would like it to appear in the directory/publication

Artistic Discipline: _____ **- choose one -**

Short Description: _____
Provide a 1-5 word description of the Organization's predominant artistic focus. EXAMPLE: "modern dance" or "improvisational theatre."

CONTACT INFORMATION

Address 1: (mailing address) _____ # _____ City: _____ Zip: _____ -

Address 2: (physical address if different) _____ # _____ City: _____ Zip: _____ -

Contact Person Name: _____ **Title:** _____

Phone 1: () - x _____ email: _____

Phone 2: () - x _____ Website: _____

GRADE LEVELS

WORKSHOPS/TRAININGS OFFERED

PROGRAMMING & FEE RANGE(S): *Provide fee ranges for all types of training offered, listing the type first:*

ORGANIZATION PROFILE DESCRIPTION: *Please briefly describe your organization's arts integration training on a separate sheet of paper or in the space provided below. Provide as much relevant information as possible, but do not exceed 500 words.*

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 the three (3) documents outlined below. Each of the three (3) 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

- TPL-Bank Grant Form**
- Grant Narrative
- TPL-Bank Profile Form**
- Resumes
- Three-Year Client History
- Detailed List of Training Offered
- Board of Directors List (*new applicants only*)
- TPL-Bank Application Checklist**

Attachment B: Annual Registration (*new applicants only*), attach from *Secretary of State website*

- Copy of Georgia Certificate of Incorporation Annual Registration (*if applicable, see pg. 8*)

Attachment C: Compliance Documents (*new applicants 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.
- Copy of Applicant's By-Laws (first-time applicants only)
- 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 14th Street, Atlanta, GA 30309**
 - Copy of Applicant's Internal Revenue Services Letter authorizing 501(c) 3 Federal Tax Exempt Status (*first-time applicants only*)
 - 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 **Professional Learning Reference Forms** (Form follows this checklist) sent directly to GCA by Reference

SECTION – I (To be completed by the Applicant)

Applicant Organization Name

Contact Name (if different): _____ Phone: _____

School/Organization Name (Reference)

Contact Name: _____ Phone: _____

SECTION – II (To be completed by the Reference)

The applicant organization listed above has applied to be included in GCA's TPL-Bank. Applicants are selected by a Peer Review Panel after demonstrating their artistic excellence and experience in offering professional learning in the arts. 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.**

TRAINING INFORMATION:

Date of Most Recent Professional Learning Presentation: _____

Location of Presentation: _____

Name of Facility & City

Title of Presentation or N/A: _____

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 Merit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Audience Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Promotional Materials (if provided by applicant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Community 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. Program Quality	<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: _____