

## **TABLE OF CONTENTS**

### ***I. GENERAL INFORMATION***

**Grant Description**  
**Who Should Apply**  
**Funding Request**  
**Application Process**  
**Deadline**

### ***II. FUNDING REQUIREMENTS***

### ***III. APPLICATION INSTRUCTIONS***

**e-Grant**  
**Grant Forms & Required Attachments**  
**Support Materials**

### ***IV. APPLICATION FORMS***

**TPL- Bank (Renewal) Form**  
**TPL- Bank Profile Form**  
**TPL- Bank (Renewal) Application Checklist**  
**TPL- Bank Reference Form**

## 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 membership in the *TPL-Bank*.

### Who Should Apply

Renewal applications are accepted from current members of GCA's TPL-Bank whose three-year term expires at the end of FY2009. 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)

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 are no direct monetary awards associated with an organization's placement on it. 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 is required each year an organization is on the TPL-Bank. However, 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 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
- ***TPL-Bank Renewal Form***
- ***TPL-Bank Renewal Profile Form***
- Required Attachments
- ***TPL-Bank 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 TPL-Bank Renewal application is due March 9, 2009.

- All components of the Application Package: ***e-Grant***, sections I & II, ***TPL-BANK Renewal Grant Form, TPL-BANK Renewal Profile Form, TPL-BANK Renewal Application Checklist*** & all Required Attachments must be uploaded through the **e-GRANT SYSTEM** no later than 4:45 PM on March 9<sup>th</sup>

- 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 CRITERIA

The **AE** Panel will conduct the review. The following FY2010 criteria will be judged according to information provided in the TPL-Bank Application, including but not limited to: **TPL-Bank Reference Forms, Three-year Client List, Required Attachments, and Support Materials**. The recommendation will be either to Approve, Not Approve, or Approve with Stipulations.

1. Has the applicant organization continued to demonstrate mastery and expertise in its training program(s)?
2. Have the training program(s) been successful?

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

**TPL-Bank 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 three *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:**

- *TPL-Bank Renewal Application Form*
- *TPL-Bank Renewal Profile Form*
- *TPL-Bank Renewal 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 14<sup>th</sup> Street Ste. 401  
Atlanta, GA 30318

**REQUIRED ATTACHMENTS FROM 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 upper right 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.

**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 any new staff members who will conduct professional learning training.

**Detailed List of New Training(s) Offered:** Attachment A

Names and types of new training programs, i.e. hands-on, lecture, etc.; number of hours of each training; a summary of the core curriculum in each new training added in the last (3) years.

**REQUIRED ONLY OF APPLICANTS THAT ARE NOT CURRENT GCA CLIENTS:**

**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.

**Community/Citizen Advisory Committee List:** Attachment A

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:** Attachment B

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:** Attachment C

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:** Attachment C

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 Renewal Grant** applicants. An ***Application 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 of new programs, with objectives
- Marketing materials
- Evaluation forms (both internal and external)
- Participant evaluations from the last three years

**Renewal Applicant Information**

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

**Applicant Organization**

Organization Name *legal*:

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Name *DBA*:

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**Applicant Contact Person**

Name:

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E-mail:

Phone:

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**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:

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E-mail:

Phone:

---

Mailing Address:

City:

Zip:

---

Signature\*:

---

**Board President or Board Chair**

Name:

Title:

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E-mail:

Phone:

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Mailing Address:

City:

Zip:

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Signature\*:

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\* 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:*

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**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 Renewal Grant Form*
- Grant Narrative
- TPL-Bank Renewal Profile Form*
- Resumes
- Three-Year Client List
- Detailed List of New Trainings
- Board of Directors List (*non-GCA clients only*)
- TPL-Bank Application Checklist*

Attachment B: Annual Registration (*non-GCA clients only*), attach from *Secretary of State website*

- Copy of Georgia Certificate of Incorporation Annual Registration

Attachment C: Compliance Documents (*non-GCA clients 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
  - 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:** \_\_\_\_\_