

TABLE OF CONTENTS

I. GENERAL INFORMATION

Grant Description
Who Should Apply
Funding Request
TPL Provider List
Application Process
Deadline

II. FUNDING REQUIREMENTS

All Applicants
First -Time Applicants

III. FUNDING CRITERIA

IV. APPLICATION INSTRUCTIONS

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

V. APPLICATION FORMS

Teacher Professional Learning Grant Form
Teacher Professional Learning Grant Application Checklist

I. GENERAL INFORMATION

| | |
|--------------------------|--|
| Grant Description | <p>The <i>Teacher Professional Learning (TPL) Grant</i> is designed to fund professional development activities for Georgia's K-12 teachers and professional staff in curriculum-based arts integration. Arts integration training uses the arts as a teaching tool in the instruction of other academic subjects, often called arts integration training. TPL-Grant participants receive Professional Learning Unit (PLU) credits.</p> <p>There are two types of TLP Grants:</p> <p>Individual Teacher/Staff Grants: Teachers or staff register with a GCA-certified TPL-Bank Provider that specializes in arts integration training. Training in dance, music, theatre, literature, or visual arts integration takes place at the Provider's location.</p> <p>School/School System Grants: Individual schools or districts contract with a GCA-certified TPL-Bank Provider that specializes in arts integration training to send several teachers/staff for training. Training in dance, music, theatre, literature, or visual arts integration takes place at either the school(s) or the Provider's location.</p> |
| Who Should Apply | <p>Georgia private, parochial, or public school K-12 teachers and professional staff (i.e. Principals, Arts Specialists, and Curriculum Coordinators) are eligible to apply for TPL Grants. Applicants may be individual teachers, staff, schools or school systems on behalf of their teachers/staff.</p> <p>GCA prefers that a group of teachers and staff from the same school attend the arts integration training together. However, in the Teacher/Staff Grant type, teacher/staff may submit individual applications. In the School/School System Grant type, only a single application is required from the school or school system to send a number of its teachers/staff for training</p> |
| Funding Request | <p>The grant award is for up to \$200 per teacher/staff. There is no matching fund requirement. However, the grantee is required to provide for any additional tuition/registration fee or costs of required arts supplies or materials that will be consumed in the coursework, that exceed the maximum grant request. All training must be complete before June 30, 2010.</p> |

The grant award is payable as a reimbursement after the training is complete and a Final Report has been submitted and approved by GCA. Payment is made directly to the GCA-approved Provider in the case of Teacher/Staff Grant type or directly to the school/school system in School/School System Grant type.

Each applicant (teacher/staff or school/school system) is limited to one **TPL Grant** award per fiscal year.

TPL Providers

Currently, GCA-certified TPL Providers are:

Alliance Theatre Company, Atlanta, Georgia
Art Factory, Augusta, Georgia
Creating Pride, Atlanta, Georgia
Georgia Shakespeare, Atlanta, Georgia
Gertrude Herbert Institute of Art, Augusta, Georgia
Kennesaw Mountain Writing Project, Kennesaw, Georgia
Michael C. Carlos Museum, Emory University, Decatur, Georgia
Several Dancers Core, Decatur, Georgia
Telfair Museum of Art, Savannah, Georgia

Contact the Arts Education managers at these institutions or visit their websites for literature on their professional development programs.

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-III
- **Teacher Professional Learning Grant Form**
- **Arts Education Budget Form**
- Grant Narrative
- Required Attachments (see pg. 11)
- **Teacher Professional Learning Grant Application Checklist**

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 application is due March 9, 2009.

- All components of the Application Package: *e-Grant*, sections I-III, *TPL Grant Form*, *AE Budget Form*, Grant Narrative, & 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

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.

II. FUNDING REQUIREMENTS

All Applicants

All eligible applicants must:

- Be certified Georgia K-12 teachers or professional staff, or schools or school systems applying on behalf of their Georgia K-12 teachers or professional staff
- Register with a GCA-certified TPL-Bank provider for training
- Complete a Teacher Professional Learning Evaluation Form at the training's conclusion and file it with the TPL Final Report
- Complete the project and expend all grant funds within FY2010 (July 1, 2009-June 30, 2010)
- Not include *ineligible expenses* in the applicant organization's Arts Education Budget
- Submit all components of the **Grant Proposal Package** electronically by 4:45 PM on March 9th (see section entitled Application Process for details)
- Submit Support Materials postmarked by or hand-delivered to GCA office no later than close-of -business (4:45pm) on March 9th

NOTE ABOUT SCOPE OF SERVICES (SOS): GCA uses the categories and definitions for SOS provided by the National Endowment for the Arts. These definitions are used by the Peer Review Panel when reviewing applications. Please reference the SOS definitions to ensure correct accounting of all services offered, and if funded, be sure to maintain accurate audience counts as that total will be required to complete the GCA Economic Calculator when filing Final Reports. Definitions of SOS items are provided in *e-Grant* and in the *FY2010 Application Glossary*.

PLEASE ALSO NOTE: If funded, the applicant must adhere to all

contractual obligations stipulated by the state of Georgia and fulfill the proposed Scope of Services for FY2010 as presented in the applicant's FY2010 TPL Grant application.

- First -Time Applicants** Any eligible private school incorporated in the state of Georgia that has not applied previously, and any such school that has applied, but not received an award within three years, is a *First-time Applicant*. First time applicants must upload, along with the complete **Grant Proposal Package**, the following:
- A copy of the organization's by-laws
 - A copy of the organization's Internal Revenue Services letter indicating 501 (c) 3 Federal Tax Exempt Status
 - ADA Checklist

III. FUNDING CRITERIA

The Arts Education Panel will evaluate proposals in alphabetical order. Panelists will use the following funding criteria to evaluate and score all eligible FY2010 TPL Grant Applications:

1. Impact: 60 points

- a. Is there sufficient evidence that the school or school system will benefit from training in arts integration? [15 points]
- b. Will the Provider selected meet the arts integration needs of the teacher/staff or school(s)? [15 points]
- c. Do the Provider's training goals meet the needs of students, the ultimate beneficiaries of this training program? [15 points]
- d. Does the teacher/staff/district have a plan to integrate the arts into the core curriculum once the TPL-program is completed? [15 points]

2. Quality: 40 points

- a. Is the budget sound, showing sufficient funds to cover all costs? [15 points]
- b. Does the applicant provide for evaluation of both the project and the provider? Are the specific objectives measurable, and based on overall project goals and objectives? [25 points]

IV. 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-III
- **Teacher Professional Learning Grant Form**
- **Arts Education Budget Form**
- Grant Narrative
- Required Attachments (see page 11)
- **Teacher Professional Learning Application Checklist**
- Support Materials

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

Teacher Professional Learning Grant applicants are required to complete sections I-III in **e-Grant**. For line by line instructions on how to fill out **e-Grant**, visit the **e-Grant** section of the GCA Website.

Budget Instructions

Using the **AE Budget Form**, provide a budget that explains how the **TPL Grant** award will be spent. List all eligible anticipated costs: registration fee, tuition or and costs of any required arts supplies or materials that will be consumed in the coursework. Include multiples of the tuition or registration fees and art supplies to accommodate all participants if the applicant is a school or school system. Provide the sources of revenue for satisfying the remainder of the expenses not covered by the **TPL-Grant**.

Budget breakdowns are required for each applicable line item listed in the Project Budget Expenses and Project Budget Income listed in the **Arts Education Budget Form**. Expense Breakdowns are required for Lines 5 and 9. Income Breakdowns are required for Lines 12, 13, 14, 15, 16 and 17.

To complete the Budget Breakdowns correctly, refer to the Expenses, Income and In-Kind Support listed on the Arts Education Budget Form and follow these instructions:

- Provide the breakdowns on as many sheets of 8.5 x 11 paper as necessary, these must be uploaded to the new e-GRANT SYSTEM

- Title each sheet of paper, in the upper right-hand corner, *TPL Budget Breakdown*, followed by *Applicant Name*
- Use a font that is no smaller than 12-point type that is easy to read; do not use an italic font
- Do not use *ineligible expenses*
- Be sure that there are no mathematical errors; the total amount of each line item in the breakdown must equal the amount listed for that line item on the Arts Education Budget Form

Expense Breakdown Example:

| | |
|--|--------------|
| 05. Art & Teaching Supplies | |
| Art Supplies (5 @ \$5.00) | <u>\$25</u> |
| 08. Tuition (Professional Development) | |
| Tuition (5 @ 150) | <u>\$750</u> |
| Total: | <u>\$775</u> |

Income Breakdown Example:

| | |
|-----------------------|-----------------------------|
| 12. Community Support | |
| PTA/PTO | \$150 <i>confirmed</i> |
| School General Fund | \$600 <i>confirmed</i> |
| Mike's Bike Shoppe | <u>\$25</u> <i>*pending</i> |
| Total | <u>\$775</u> |

* Any income not confirmed at the time of application should be marked pending

In-Kind Support

Begin the breakdown by listing the line item (number and title). Provide line items for each source of In-Kind Support, delineating the item being donated, donor source, status, and fair market value (FMV) assigned to each donation. For each line item, provide a breakdown that illustrates how the fair market value was established.

| | |
|-------------------------------|-------------------|
| 16. In -Kind Support: | |
| Writing Journals (5 @ \$2.50) | \$12.50 confirmed |

Ineligible Expenses

Due to prohibitions in the Georgia Constitution, by other regulations of the state, or by policy, GCA does not fund:

- Capital Expenditures/ Equipment
According to the IRS, capital expenditures are permanent fixtures and equipment that generally have a useful life of over two years. The IRS classifies such expenditures the term depreciation, indicating that their cost is written off over the "life of the item" or that number of years for which it is deemed useful. The longest useful life classification by the IRS is for

real estate (buildings), forty years. Thus, office equipment, office furniture, and even upgrades to these (such as a new computer chip or different lens for a camera, or re-paving of the parking lot) are not eligible for GCA grant awards and should not be included in the budget presented to GCA. NOTE: Office, art and teaching supplies are eligible.

The following are also deemed ineligible:

- Purchase of buildings or real estate
- Renovations or improvements involving structural changes
- Expenses for roads, driveways, parking lots or other projects/repairs
- Purchases of permanent or generally immobile equipment such as grid systems, sound systems, central air conditioning and all other capital expenditures
- Fundraising Event Expenses
Everything that is purchased for use in a fundraising event is an ineligible expense for a GCA grant application budget. This holds true for an auction or art sale fundraiser; the cost of artworks purchased are not eligible expenses. Entertainment, gifts, printing expenses, awards, refreshments, and all other expenses purchased for the fundraising event are all ineligible.

NOTE: All eligible fundraising **income** included in the application's Annual Budget must be reported as net dollars.

- Programming provided by the applicant outside of Georgia and the USA
- Tuition for college/university study, whether in the USA or abroad
- Scholarships, prizes, or endowment funds
- Deficits or campaigns to reduce deficits
- Depreciation
- Entertainment expenses, whether receptions, refreshments, staff or cast parties, staff awards, flowers, etc.
- Late registration fees for conferences
- Fees paid to lobbyists
- Travel and accommodation expenses that are over the rate allowed by the state of Georgia (contact your Program Manager for the latest details)
- Items labeled "Miscellaneous" are not eligible and will be deducted by GCA Staff from the Expense Line if the application is approved for funding, the applicant may be required to provide a corrected application budget prior to full execution of

the contract (see *Corrections & Stipulations Memo* for details and deadline information)

**Grant Proposal
Narrative**

The Grant Proposal Narrative provides an excellent opportunity for the applicant to demonstrate the applicant's organizational strengths and programming excellence to the Peer Review Panel.

There are two (3) topics in this narrative: About the Applicant, Impact and Quality. 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: *TPL 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 TPL GRANT NARRATIVE QUESTIONS

1. ABOUT THE APPLICANT

Teacher/Staff TPL-Grant:

Provide the following information on no more than two sheets of 8.5 x 11 paper.

- Discuss your professional credentials, number of years teaching, grade level and subject specialization if any
- Define your teaching philosophy

OR

School/School System TPL-Grant: School systems must provide the following information on separate sheets of paper for each school participating under this grant application.

- Provide the name of each participating teacher or staff
- Provide demographic data (i.e., population size, socio-economic data), and other descriptors (i.e. urban, suburban, rural) that detail the community served by the school
- Discuss the number of art specialist positions and hours per week per classroom of arts instruction

2. PROJECT DESCRIPTION

Provide the following information on no more than four sheets of 8.5 x 11 paper

Impact: (60 Points)

1. Describe current arts integration efforts in your classroom, school or school system.
2. Discuss the particular reasons for selecting this Provider, and how the training curriculum meets the needs of the teacher/staff, school or school system.
3. Demonstrate how the Provider's training goals will ultimately meet student needs for arts integration in your classroom, school or school system.
4. Discuss how the arts will be integrated into the core curriculum once the TPL-program is completed.
5. School Systems only: Explain the criteria used in the school selection process for this request.

Quality: (40 Points)

1. List the number of Professional Learning Units (PLU's) that will be requested for this training.
2. Explain how the applicant will pay for training costs if they exceed the TPL-Grant award.
3. Describe methods the applicant will use to evaluate the Provider and measure the intended outcomes of the professional learning. (Applicants are strongly encouraged to review GCA's [*Evaluation Handbook*](#))

Grant Forms & Required Attachments

In addition to completing the required data fields in *e-Grant*, providing Budget Breakdowns and the Grant Narrative, applicants are required to fill out the three (3) *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 Grant Form*
- *Arts Education Budget Form*
- *Teacher Professional Learning Grant Application Checklist*

REQUIRED ATTACHMENTS for Private Schools only:

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

First-Time Applicants

Submit along with a complete *Grant Proposal Package*, a copy of the organization or private school's Internal Revenue Services letter indicating 501 (c) 3 Federal Tax Exempt Status. Provide this copy in the Support Materials mailed to GCA. Also, provide an electronic copy of the organization's bylaws and compile in Attachment A.

ADA Checklist: Attachment D

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. Also, 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.

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.

GA Certificate of Incorporation Annual Registration: Attachment C

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.

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

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.

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

Applicant Organization

School System/School or Individual's Name *legal*:

School District:

County:

Applicant Contact Person

Name:

E-mail:

Phone:

Legal Assurances

This application requires two different signatures by the applicant'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 budget breakdowns, salary listings, and all other required application attachments are public record and open to public inspection."

**Superintendent, Highest Ranking Executive Staff, Highest Ranking Corporate Official OR
Applicant (TEACHER)**

Name:

Title:

E-mail:

Phone:

Mailing Address:

City:

Zip:

Signature*:

Principal, 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

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-III

Group the following elements, in the order presented, into the four (4) documents outlined below. Each of the four (4) 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

- Teacher Professional Learning Grant Form**
- Grant Narrative
- Arts Education Budget Form**
- Private Schools Only: Board of Directors List with name, corporate/business/community affiliation and title, mailing address, workday telephone, and ethnic demographic
- Teacher Professional Learning Grant Application Checklist**

Attachment B: Microsoft Excel

- Budget Breakdowns for Expenses, Income, and In-Kind Support

Attachment C: Annual Registration (Private Schools Only), attach from *Secretary of State website*.

- Copy of Georgia Certificate of Incorporation Annual Registration

Attachment D: Compliance Documents (Private Schools 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 Private Schools Applicants Only)