



# MetLife Foundation

## Partners in Arts Education Grant Program

### 2012–2013 Academic Year Guidelines

The goal of the National Guild for Community Arts Education/MetLife Foundation Partners in Arts Education Grant Program is to enhance arts learning in K-12 public schools by supporting Guild member/public school partnerships that:

1. Exemplify best practices in creating and sustaining effective arts education partnerships;
2. Demonstrate joint design and execution of programming, curricula, professional development, and evaluation;
3. Provide high quality arts learning experiences that address national, state, and/or local arts education standards; and
4. Serve significant numbers of public school students during the school day or extended day.

## Funding Opportunity

Funding is available for partnerships that will provide programming during the 2012-2013 school year. The maximum grant award will be \$20,000. For 2011-2012, the average grant was approximately \$18,000. Fifty-six applications were received; 12 were funded.

## Eligibility Requirements

1. Only organizations that are [Full Members](#) in good standing of the National Guild for Community Arts Education and are 501(c)3 nonprofits may apply. Non-member organizations should submit a membership application and first-year dues payments at least one week prior to submitting an application. Visit <http://nationalguild.org/join.aspx> for membership information.
2. Partnerships must serve K-12 public school students in one or more of the following cities (unless otherwise indicated, programs must serve students within city limits):

Allentown, PA	Hartford, CT	Oakland, CA
Atlanta, GA	Hillsborough & Pinellas Counties, FL	Philadelphia, PA
Baltimore, MD	Houston, TX	Phoenix, AZ Metro Area
Boston, MA	Jersey City, NJ	Pittsburgh, PA
Chicago, IL	Los Angeles County, CA	Portland, OR
Cleveland, OH	Miami, FL	Providence/Warwick, RI
Dallas/Ft. Worth, TX	Milwaukee, WI	San Francisco, CA
Dayton, OH	Minneapolis/St. Paul, MN	Seattle/Bellevue, WA
Denver, CO	New Orleans, LA	St. Louis, MO
Des Moines, IA	New York City, NY	Tulsa, OK
Detroit/Southfield, MI		Washington, DC Metro Area
3. Each student must receive at least 20 sessions of sequential arts instruction, with a minimum of at least 10 sessions per semester. Preference is given to programs that provide instruction at least once per week for a minimum of 10 weeks each semester.
4. All sessions must be led by professional teaching artists.
5. The number of students served must be 100 or more (the average number of students served by grantees during the 2011-2012 school year was 840, with a low of 166 and a high of 2,170).

6. Grant funds must be matched at least 1-to-1 with funding from other sources.
7. After-school or extended-day programs must be demonstrably tied to in-school learning and curricula.

## The program does not fund:

1. Partnerships with private or charter schools;
2. Programs that require students to audition, or “pull-out” programs in which only certain students within a class are selected to participate;
3. Organizations that have received three years of consecutive funding in 2009-2010, 2010-2011 and 2011-2012, through this program, or
4. Programs in which students receive instruction during only one semester.

## Application Process

**Applications must consist of the following documents, packaged in the following order:**

1. Cover Form (provided), signed by the CEO of the Guild member organization
2. Narrative using the headings indicated below
3. Student Demographics Chart (provided)
  - Include student demographics for all partner schools and, if applicable, other partner organizations. Add lines as necessary.
4. Program Budget Form (provided)
  - Include all income and expenses, whether borne by the Guild member, public school or other partner
  - Notate all secured income (e.g. a federal grant) with an asterisk (\*)
  - Provide explanations for Administrative Salaries and Benefits, Teaching Artist Compensation & Benefits, Consultants (i.e., evaluators), Program Supplies, Equipment, Other Program Expenses (i.e., phone, postage, printing, etc.), and Total In-kind Contributions (\$ Value)
5. Organizational Budget Form (provided)
6. Attachments
  - Biographies of principal partnership managers, advisors, and teaching artists (2 pages maximum)
  - Sample Lesson Plan (See directions in Proposal Narrative)
  - Sample Assessment Tool
  - Letter(s) of Agreement/Understanding from each partner school

**Please use binder clips to fasten each copy of your complete application. Do not staple materials or place them in a notebook, binder or folder.**

**Complete, hard-copy application packages must be received in the National Guild office by 5:00 PM EDT, Thursday, May 17, 2012.**

**Send six (6) printed copies of the complete application package (including attachments) to:**  
Partners in Arts Education Grant Program, National Guild for Community Arts Education,  
520 8<sup>th</sup> Avenue, Suite 302, New York, NY 10018

**Supplemental Materials:** Include one copy of your organization’s most recent audited financial

statements and current 501(c)3 IRS determination letter in your application package.

**In addition, email one electronic copy of your Cover Sheet, Narrative, Chart of Student Demographics, Program Budget Form, and Organizational Budget Form, to [PIAE@nationalguild.org](mailto:PIAE@nationalguild.org) with “PIAE Proposal: *Your Organization Name*” as the subject line.**

Assemble these documents into a single PDF or Word file in the order shown above and name the file as follows: *YourOrgName PIAE application.doc*.

Faxed applications will not be accepted.

Your application must adhere to the above listed protocols in order to be considered for funding.

Applications will be reviewed by an advisory panel of experts who will make funding recommendations to the National Guild and MetLife Foundation. Funding announcements will be made by August 8, 2012.

## Funding Criteria

All applications will be evaluated according to the following criteria, which are listed in ***priority order***.

1. Clarity of each partner organization’s goals for the partnership;
2. Level of commitment within each partner organization as demonstrated by involvement of individuals at various levels within and across organizations;
3. Shared responsibility for planning, managing and co-creating the programming and curricula;
4. The degree to which the activities will improve each partner’s capacity for sustaining quality arts education;
5. Artistic *and* educational quality;
6. Extent of standards-based student learning and achievement in the arts;
7. Quality of professional development opportunities provided to teaching artists and public school teachers through the partnership;
8. Quality of the assessment and evaluation;
9. Breadth and depth of community involvement, e.g. involvement of parents and civic leaders;
10. The extent to which the budget is appropriate to the proposed project and the organization’s finances are sound; and whether there is
11. Shared responsibility for obtaining and/or providing financial and other resources.

Priority will be given to ensuring a broad geographic distribution of grants.

Prior to submitting a proposal, you may wish to consult the following publications: *Profiles In Excellence: Case Studies of Exemplary Arts Education Partnerships* and/or *Partners in Excellence: A Guide to Community School of the Arts/Public School Partnerships from Inspiration to Implementation*. Both are available for purchase or free download at <http://nationalguild.org/programs/partners.htm>. You may also wish to refer to descriptions of currently funded projects at <http://tinyurl.com/piaegrantees>.

# Proposal Narrative

In evaluating proposals, the National Guild will consider the extent to which applicants address the funding criteria in the Proposal Narrative and for the clarity and relevance of the Budget and other attachments. As a guide, several prompts are listed that you can reference when addressing each topic in the Narrative.

Using no more than **four single-spaced** pages with 12-point type and one-inch margins, address the following topics using the headings provided:

## BACKGROUND

1. **Community & Population:** *Briefly* describe the community and population you propose to serve. Do not duplicate the information required on the Student Demographics Chart.
2. **Challenges & Opportunities:** *Briefly* describe the challenges and opportunities your partnership faces and how you will address them. Do not duplicate Question 5, the partnership goals.

## PARTNERSHIP

3. **Planning:** Describe how the partnership and the proposed programming were developed and who participated in those processes. Was a needs assessment conducted to inform the goals of the partnership?
4. **Partner Contributions:** What will each partner contribute? What human, organizational or financial resources will be engaged to support the partnership?
5. **Goals:** What are the goals (broader ideas and concepts) of the partnership? How do they relate to each partner organization's mission and goals? How will the partnership affect commitment to arts education in the public school(s)? How will the project increase the capacity of all partners to deliver quality arts education?
6. **Curriculum:** How was it developed? Describe the curriculum, including how it addresses the arts standards and/or other learning standards and what students will know and be able to do by the end of the grant period. (If your partnership will serve several schools or grade levels and/or provide instruction in multiple artistic disciplines, we recommend describing one or two examples from which panelists can extrapolate.)
7. **Professional Development:** Describe the professional development activities for teaching artists and classroom teachers, e.g., developing new skills to achieve the goals of the partnership, sharing best practices, practicing reflection and/or formative assessment.

## ASSESSMENT AND EVALUATION

8. **Outcomes & Assessment:** What outcomes do you aim to achieve for students, classroom teachers, teaching artists, the public school(s), and your community arts education organization through the partnership? How will you assess (measure) the extent to which these outcomes have been achieved?
9. **Evaluation:** How will you evaluate (interpret) the results of the partnership in order to make ongoing adjustments and improvements? How will you make use of your evaluation findings? How will the evaluation results be shared?
10. **Timeline:** Provide a brief timeline for major activities including when student instruction will commence and conclude each semester.

## Informational Conference Call

The National Guild has scheduled a conference call for prospective applicants at 1:00 PM Eastern Time on Tuesday, April 12, 2012. The call is optional. If you wish to participate, RSVP to <http://www.surveymonkey.com/s/CYBYJ5H> by Tuesday, April 10.

We will email dial-in instructions on Wednesday, April 11.

## Questions

Please direct questions to:

Ken Cole, Associate Director  
National Guild for Community Arts Education  
(212) 268-3337 ext. 18  
[kencole@nationalguild.org](mailto:kencole@nationalguild.org)