



guidelines

2006 - 2007 ARTIST - IN - THE - CLASSROOM

Application is available on-line <http://www.slcgov.com/arts> ■ FOR SLC SCHOOL DISTRICT ELEMENTARY SCHOOLS ONLY

SALT LAKE CITY ARTS GRANTS PROGRAM

Prior to submitting AITC application, contact:

Kim Duffin, Grants Officer
Salt Lake City Arts Council
54 Finch Lane, SLC, UT 84102
Phone: 801-596-5000

The CITY ARTS GRANTS program, funded through an annual appropriation from Salt Lake City Corporation, makes direct grants to individuals, organizations and elementary schools that contribute to the cultural life of our community. CITY ARTS GRANTS have supported projects in every artform, for both well-established institutions and newly formed groups.

All grants are made on a yearly basis, and new applications must be submitted each year. The Salt Lake City Arts Council grants program is competitive. An award for the current year does not guarantee an award for the following year. The award of these grants is made at the sole discretion of the Salt Lake City Arts Council and the decision of the Council is final.

Please read carefully the Legal Assurances on the last page of the application before signing the application. In the event that a grant is awarded, these assurances become part of the legally binding contract between the applicant and the Salt Lake City Arts Council. Major changes in scope, budget or schedule must be submitted in writing and approved.

ARTIST-IN-THE-CLASSROOM GRANTS

INTRODUCTION

This category was initiated with support from the National Endowment for the Arts. It provides grants for elementary schools in the Salt Lake City School District to support the placement of professional artists in classroom settings. The grant funds may be used only for artists' fees and supplies for the residency activities.

Although we recognize the need for support at all public school levels for funding arts in education, because of limited funds, this category focuses on the elementary level and limits support to residency activities.

Only elementary schools in the Salt Lake City School District are eligible to apply in this category.

All schools wishing to apply must contact the Grants Officer before submitting an application.

RESIDENCY DESIGN

Residencies can be designed according to the needs of the school. For example, the residency could place the artist in a classroom daily for two weeks, or once a week for 10 weeks. In the application, schools will have the opportunity to describe the residency schedule and the reason for its design.

Schools may request funding for an artist residency in any discipline (dance, theatre, music, crafts, design/architecture, creative writing, visual arts, photography, folk arts/folklore, film/video, other).

The applicant school must identify the artist who will conduct the residency and must meet with the artist prior to submitting the application to the City Arts Council. This grant category is intended to encourage a team approach between the school administration, the teacher and the artist in designing the residency.

FUNDING GUIDELINES

Artist-In-The-Classroom (AITC) grants need not be matched by in-kind or cash funds. If the applicant school wishes to extend the residency experience, they are welcome to find additional funds from other sources and may indicate these funds in the application.

AITC grants are intended to support professional artists and to provide students and teachers with the experience of learning from and working with professional artists. The City Arts Council does not maintain a directory of qualified artists but may be able to provide sources of

ARTIST-IN-THE-CLASSROOM GRANTS (continued)

such information if the school cannot identify an artist on its own. Each school may apply for only one residency.

The grant funds may be used only for artists' fees and for the purchase of supplies related to the residency. Schools may negotiate with the artist on the fee to be paid for the artist's services; a guideline to consider in setting the fees is that the Utah Arts Council pays \$30 per hour to artists in their residency program.

If awarded, the grant will be made payable to the school. The school will be responsible for paying the artist and for purchasing supplies. Applicants will be notified of the decision in writing in September 2006.

No portion of an Artist-in-the-Classroom grant can be assigned to indirect costs of the school or to pay for an artist or instructor currently employed at the school.

CONFIRMATION / ACKNOWLEDGEMENTS

Upon receipt of the Salt Lake City Arts Council notification of award, the grantee must confirm acceptance of the grant by returning the Summary of Standards form which will accompany the grant award letter. If applicable, the grantee shall give credit to the SALT LAKE CITY ARTS COUNCIL in promotion, publicity, advertising and programs related to the residency. Copies of these materials should accompany the Evaluation Report.

CANCELLATION

In cases where documents, specifically the Summary of Standards Form and the Evaluation Report, are not submitted in a timely manner, the Salt Lake City Arts Council may, without notice, withhold or cancel grant funds.

Satisfactory submission of these forms is a factor considered by the Salt Lake City Arts Council when assessing the ability of applicants to complete projects. If the Summary of Standards is not received within 30 days after receipt of notification, and if the Evaluation Report is not received

30 days after completion of project, the 50% balance of the grant will be canceled and a note will be attached to any subsequent applications reflecting the failure to complete.

ON-SITE REVIEW

City Arts Council representatives would like to visit schools that receive an AITC grant during the residency for review purposes and welcome information on residency activities.

OTHER RESOURCES

We encourage all schools to make use of other resources as well. Following are some resource people you can contact for ideas, funding and programming:

- Pam Pedersen, Grant Specialist, Salt Lake City School District, 578-8305
- Dr. Maria Peterson, Arts Specialist, Salt Lake City School District, 578-8297
- Carol Ann Goodson, Fine Arts Specialist, Utah State Office of Education, 538-7793
- Richard Gomez, Educational Equity Unit, Utah State Office of Education, 538-7640
- Jean Irwin, Arts Education Coordinator, Utah Arts Council, 236-7542

EVALUATION OF GRANTEES

All grant recipients will be required to submit an Evaluation Report to the Salt Lake City Arts Council within thirty (30) days of residency completion and no later than June 29, 2007. Please read through this form before initiating the project. This form will be mailed to grantees with the first 50% payment of the grant award.

The final 50% payment will be made to all grantees upon completion of the residency and receipt of the Evaluation Report at the Salt Lake City Arts Council. Grantees should be aware that the final 50% payment will be available not less than two weeks following receipt of Evaluation Report.

**Guidelines, Application and Evaluation Report are available online at <http://www.slcgov.com/arts>
The Grant Application is interactive and can be filled out on your computer.**

**Completed Application must be received in the
City Arts Council offices no later than Friday, April 28, 2006.
Applicants will be notified by mail in September 2006.**