



Small Grant Support for Schools Application Overview

Life Cycle of OAC Grants

1. Login Request

New applicants must first establish an account with the Oklahoma Arts Council e-Grant system. Go to https://arts.ok.gov/Grants/Login_Request.html to request your login. You will receive two forms that need to be filled out and signed and will be instructed to submit documentation of your organization's 501(c)(3) status (not applicable for local and tribal government organizations or public schools). Once this information is received you will be notified of your e-Grant username and password.

2. Application

Applications must be submitted at least 60 days prior to the start of your project. The application will be completed online and additional support material will be mailed to the OAC office. Application sections include project budget, identification of project artist(s), project learning goals, assessment strategies, and community need. The required support materials are outlined on the right hand side of the application page.

3. Review

All grant applications are reviewed by a committee which sets the grant awards. Applicants are notified by email regarding the status of their application after the grant review is complete.

4. Final Report

The final report is due 30 days after the conclusion of your grant project and must be submitted electronically before your final grant award can be determined and sent. The final report is a summary describing the arts components of the completed project. You will complete the final report online and send supporting materials to the OAC office.

Upon receipt of the final report, the Oklahoma Arts Council will reimburse funds for expenditures up to, but not exceeding, the amount granted. Unused grant funds may not be carried over to future projects.

5. Payment

Payment of your grant award typically takes two to six weeks after approval of the final report. All funds must be expended and final reports completed by June 30th of the fiscal year in which the application is made.

Application Overview

Section 1: Project Description & Artistic Quality

Scoring Criteria

- *Description narrative is clear and concise*
- *Instruction focuses on the delivery of discipline-specific art concepts, vocabulary, and hands-on skills*
- *Artists' profession expertise is clearly demonstrated in narrative*
- *Encourages personal creativity*

1. Project Description – What is your project and how will it happen?

Describe the project in depth. Discuss the arts activities, arts instruction methods, and hands-on learning. Include information about the schedule of learning activities and the structure of the learning groups. This is an opportunity to showcase the logistics and planning that went into the project.

Questions to consider:

What is going to happen?

How and where will it take place?

What are the roles of the arts instructors and other program leaders?

How will the students be engaged?

What is the basic schedule?

Why is this the best setup for the program?

2. Project Artists(s) – Who are the project artists?

Any artists, artist groups, or personnel providing arts instruction who will receive payment for services performed during the project **must** be included. Volunteer artists or instructors should also be added to assist reviewers in determining artistic quality.

Information to include:

Artist or group name

Email address

Artistic discipline

Artistic fees (enter "0" for volunteers)

Service description

Is this an Oklahoma artist?

Is this an artist from the Oklahoma Arts Council Teaching or Performance Roster?

Support Material – submitted with your application

Signed artist contract (including fee structure, total fee due, and service description)

Artist's bio/résumé illustrating qualifications for the project

Section 2: Project Learning Merit

Scoring Criteria

- *Arts learning goals are clearly articulated and are appropriate for age and ability level*
- *Demonstrates adequate instruction time for quality learning*
- *Learning goals relate directly to techniques and methods taught for the art form*

1. Project Type & Participants

Does your project provide student training, teacher training, or both?

Number of students receiving hands-on instruction

Number of sites where the project takes place

Grade level of students involved

2. Project Learning Goals – What do you expect students to learn about the art form represented?

List **specific and measurable** arts learning goals for this project. These goals must include specific **artistic techniques, skills, concepts, knowledge, and methods** that the participants will learn and be able to demonstrate. Example: “For a three-week pottery course, students will demonstrate knowledge of coil technique and the ability to create a ceramic vessel. Students will implement the concepts of symmetry and balance.”

Are there non-arts goals associated with your project? Those should be included *after* the arts learning goals. Goals such as improving communication skills, addressing other areas of the school curriculum, encouraging teamwork are important and valid but should come as a result of the art form taught. Excellent applications begin with the arts instruction and then articulate the associated benefits.

3. Project Impact – How many hours will each participant be engaged with hands-on learning?

Enter the **average number of hours EACH participant is actively engaged in the hands-on creative process**. Example: “The workshop involves 10 participants and each participant receives a minimum of 10 hours of hands-on instruction in watercolor technique.” In general, projects with more average hours per student are viewed more favorably.

Section 3: Student Assessment

Scoring Criteria

- *Participant evaluation provides objective feedback for the participant based on the learning goals listed*
- *Methods of assessment for participants demonstrate appropriateness according to age, ability, and development and is suitable for the artistic discipline*

Evaluation – Student Assessment

Select at least one type of evaluation/assessment from each of the two lists below that you will use to measure student learning. Please keep in mind that you are measuring student learning, not student satisfaction. Evaluation tools should focus on objectively measuring learning outcomes not just evaluating the program. You may select all that apply. (See next page.)

Objective assessments of student learning

- Pre-Post Testing
- Rubric – Measuring subject content
- Short Answer Questionnaire
- Skills Testing
- Student Essay/Report
- Written/Oral Exam

Other effective assessment methods

- Instructor/Class Critique
- Self/Peer Assessment
- Student Journal
- Student Survey
- Teacher Survey
- Other

List two or three sample questions for each of the evaluation methods checked above to measure participants' learning. Questions should reflect measurement of the arts learning goals stated earlier in the application. Assessment criteria and/or methods that demonstrate a greater measure of rigor are often viewed more favorably.

Note: At the end of your project you will be required to submit a Final Report in order to receive your grant award. Included with your Final Report you must submit a copy of the evaluation/assessment tools used for your project and a summary of the final results.

Section 4: Project Community Need

Scoring Criteria

- *Proposed programs should either address unmet needs or help grow an existing arts program*

1. Has this project been implemented before? How many years has it taken place?

2. As the legislature faces difficult budget decisions for state agencies, how would the decrease or loss of public funding for the arts impact your organization, project, and/or community? Consider what, specifically, is at stake if the project does not have state support. Statistical and demographic data about your community can support your statement. Why does your community *need* this project? What would be lost if it didn't take place? Why are public funds essential?

3. Public funds are appropriated to the Oklahoma Arts Council on an annual basis but the state legislature. Recognition of OAC is critical to the preservation of public funding for the arts in Oklahoma. Please indicate how your organization recognizes OAC and public funding for the arts programming described in this section of your application. Check all that apply. (Continued on the next page.)

- Use of OAC logo on publications (Required)
- Public announcements recognizing OAC prior to performances, opening of exhibitions, etc.

- Use of OAC credit line on all printed and web materials
- Website link to OAC
- Announcement of OAC funding to board members
- Letter to legislators thanking them for supporting OAC (Required)

Section 5: Budget

Scoring Criteria

Approved uses:

- *Artistic fees*
- *Arts supplies not to exceed 25% of cost of project*
- *Non-school administrative costs such as program coordinator*
- *Marketing costs*

Exclusions:

- *Capital expenditures including equipment purchase*
- *Travel outside of the state of Oklahoma*
- *Religious-based activities*

Expenses

- Contracted (outside) administrative costs
- Contracted (outside) artistic costs
- Contracted (outside) technical costs
- Artistic supplies costs
- Travel
- Other – Describe and itemize in the narrative

Income

- Applicant match – 10% of the total budget is required
- Grant request – up to \$2500

The Small Grant Support Budget self calculates based on the required match percentage in relation to your request. The budget lists your final project costs, OAC grant request, and applicants required match. You may edit your entries if the budget does not appear to be in line with your project.

Sample budget

Expenses		Income	
Outside Administration	\$ 0	School Contribution	\$300
Outside Artistic	\$2350		
Artistic Supplies	\$300		
Travel	\$100		
Other	\$50		
		Grant Request	\$2500
Expense Total	\$2800	Income Total	\$2800