

# Project Grants in Education\_PGE\_FY25\_c1

---

## *Rhode Island State Council on the Arts - Organizations*

### *Application Checklist*

---

Use this checklist to guide you through the application process, from gathering your information to hitting “SUBMIT”. The checklist represents an entire application, and the order in which the materials should be packaged. All items are required as applicable:

- PART I - Eligibility Quiz
- PART II - Project Lead Profile
- PART III - Project Overview
- PART IV - Project Narrative
- PART V- Support Materials
  - Fiscal Sponsor Letter (if applicable)
  - Required documentation for FRPL match waiver (if applicable)
  - Project Budget (Must be the RISCA PGE Budget Template)
  - Example Lesson Plan
  - CVs or Resumes of artists involved
  - Letter(s) of Support/Partnership
  - Artistic Work Samples
  - Optional Upload Section
  - Testimonial (uploaded under Evidence of Arts Impact)
- PART VI - Elected Officials Information
- PART VII - Data for Federal and State Reporting
- PART VIII - Assurances

### *Guidelines and Form Templates*

---

- Project Grants in Education Guidelines (PDF) - Please be sure to review the entire document before submitting your application.
- RISCA PGE Budget Template (Excel)
- Evaluation Rubric (PDF) - This is the rubric panelists will use when evaluating your application.

- Fiscal Sponsor Sample Letter (Word doc)

## *Applicant Eligibility*

### Statement of Project Eligibility

---

In order to qualify for PGE support, you must respond to all the questions in this section and meet the criteria listed below.

#### Are you one of the following types of entities?\*

- A unit of local or municipal government, such as a school district
- **A school** (public, public charter, private, alternative, special education schools, career and technical centers) based in Rhode Island
- **A non-profit organization.** Your organization must be incorporated in and conducting business in the State of Rhode Island, with 501(c)(3) tax exempt status from the Internal Revenue Service, registered with the Rhode Island Secretary of State, governed by a revolving board of directors, trustees or advisory board drawn from the community at large and shown to be actively involved in the governance of the organization
- **An individual arts educator and/or teaching artist** in partnership with a school or organization

#### Choices

UNIT OF GOVERNMENT

SCHOOL

NON-PROFIT ORGANIZATION

INDIVIDUAL

#### Are you requesting more than \$3,000 in project support?\*

##### Choices

Yes

No

#### ADA compliance:\*

Is your project occurring in an ADA compliant location? For more information on what this means, read the physical access section of this checklist.

##### Choices

Yes

No

#### Do you have a SAMUEI number? (organizations only)\*

SAM-UEI (Unique Entity Identifier). Organizations are required to have a Unique Entity Identifier or UEI (2 CFR 25.200 ). In April 2022 the Federal government switched to the use of a UEI created in SAM.gov as the official UEI. An UEI reflects the organization's legal name and current,

physical address. As an organizational applicant to RISCA (and possible subrecipient of NEA funds), you must have a UEI but are not required to complete the full SAM registration to obtain it. **Learn how to request your SAM-UEI here.**

### Choices

Yes

No

I am an individual

### Can your proposed project be described by any of the following?

- Bricks and mortar activities, capital improvements, or the purchase of permanent equipment
- Eliminating/reducing existing debt, or contributions to an endowment fund
- Fundraising efforts, such as social events or benefits
- Prizes and awards
- Hospitality expenses, such as food and beverages for openings or receptions
- Expenses incurred or activities occurring prior to July 1 or after June 30 in the fiscal year in which the grant has been awarded
- Regranting or awarding funds to another person or entity
- Activities which are part of a graduate or undergraduate degree program, or for which academic credit is received
- Applications for projects that proselytize or promote religious activities, or which take place as part of a religious service
- Performances and exhibitions not available to the general public, or which are inaccessible to people with disabilities

*The answer to this question must be "no" in order to be eligible for a Project Grant in Education.*

### Choices

Yes

No

*Type of Entity is: INDIVIDUAL*

---

**HAVE YOU identified a dedicated learning environment and do you have a partnership letter?**

### Choices

Yes

No

## *Type of Entity is: NON-PROFIT ORGANIZATION*

---

**DOES THE project occur in a dedicated learning environment with a distinct group of learners?**

An example of a dedicated learning environment: a school or child care center.

### Choices

Yes

No

## *If you are requesting more than \$3,000 in project support*

---

**Do you have a 1:1 cash match for all expenses over \$3,000?\***

### Choices

Yes

No

I am applying for a match waiver because my project is a pilot (year 1 or 2)

I am applying for a match waiver because I meet the match exempt criteria

## *Project Lead Profile*

---

This should be the individual who is not only the point of contact but is ALSO engaged in the project.

### **Name\***

*Character Limit: 100*

### **Title\***

*Character Limit: 100*

**Name of principal or administrator who will sign legal assurances if different from "Project Lead".**

*Character Limit: 100*

### **Project Lead Phone\***

*Character Limit: 15*

### **Project Lead Email\***

*Character Limit: 50*

### **SAM UEI\***

NOTE: If you are an individual, please enter "111111111111" in the space below.

SAM-UEI (Unique Entity Identifier). Organizations are required to have a Unique Entity Identifier or UEI (2 CFR 25.200 ). In April 2022 the Federal government switched to the use of a UEI created in SAM.gov as the official UEI. An UEI reflects the organization's legal name and current, physical address. As an organizational applicant to RISCA (and possible subrecipient of NEA funds), you must have a UEI but are not required to complete the full SAM registration to obtain it. **Learn how to request your SAM-UEI here.**

*Character Limit: 12*

## *Project Overview*

---

### **Project Name\***

Please provide a brief two to five word title for your proposed project.

*Character Limit: 100*

### **Project Summary\***

Please describe your project in 2-3 sentences. NOTE: This summary will be the description of your project on all public records. Please use a third person description, such as: ABC Artist plans to hold an outdoor summer concert at XYZ Park.

*Character Limit: 350*

### **Amount Requested\***

Numerals only. Please no decimals, commas, or dollar signs. Amount requested cannot exceed \$10,000.

*Character Limit: 20*

### **Will the project take place at an address other than the primary address listed by the applicant?\***

#### **Choices**

Yes

No

### **If yes, please list the site(s) of the project.**

List the site location(s) of the proposed project activities.

*Character Limit: 500*

## *Project Narrative*

---

Please directly answer each question in this section. Be sure this narrative includes all of the project requirements as listed. You should embed evidence of artistic merit, defined via the guidelines and alignment to program priorities in each section of your answers.

If you need more space than is provided to answer questions in this section you may create a pdf document with complete answers and attach it in the Supporting Documents section below.

### Program Priorities\*

- Pre-K-12 In-School Projects.
- Projects that authentically match students and school populations with teaching artists from shared cultural backgrounds and experiences.
- Projects that center learners: of varying abilities; in non-traditional academic programs; of Africana, Latina, Asian, and Native American Diasporas (ALANDs); or of “economically disadvantaged” status as defined by the RI Department of Elementary and Secondary Education.

\*as encouraged by The National Endowment for the Arts and the RISCA Strategic Plan '20.

### Project Requirements

- Projects must include a drafted lesson plan with clearly stated learning goals, intended outcomes, and means for evaluation.
- Projects must consist of a minimum of **8 contact hours** with the same teaching artist(s) and a distinct group of learners. These contact sessions must occur on separate days.
- Projects must consist of in-depth, sequential, and participatory learning opportunities incorporating one or more art forms.

### Detailed project description\*

Clearly state:

- What is the arts learning project? What will be done?
- When and where things will take place?
- Who are the distinct group of learners?
- What are the expected outcomes of the project?

*Character Limit: 5000*

### List the names of any artists and/or cultural organizations involved in this project.

Indicate if on the RI Teaching Artist Roster by adding "(RI TAR)" after the name.

*Character Limit: 1500*

### Artist practice

How does the practice of the artist(s) listed above authentically align with the distinct group of learners engaged in the project?

*Character Limit: 1500*

### Additional project partnerships

List the names of any non-artist or non-arts and culture organizations that are partnering on the project.

*Character Limit: 1500*

### Detailed Arts Learning Plan\*

Clearly state:

- What is the learning plan for the distinct group of learners totaling a minimum of 8 hours?
- What Arts Content Standards will be focused on? (RISCA recommends highlighting which National Core Arts Anchor Standards will be incorporated into the lesson plans. “Anchor standards” describe the general knowledge and skill that teachers expect students to demonstrate throughout their education in the arts. These anchor standards are parallel across arts disciplines and grade levels and serve as the tangible educational expression of artistic literacy. )
- How will the artist(s) and educator(s) make and hold time for co-planning?

*Character Limit: 5000*

### Evidence of Arts Impact\*

Project Grants in Education are high-quality artistic learning experiences that impact distinct groups of learners. As a creative agency RISCA acknowledges that arts impact looks different in each community. With this in mind, clearly state:

- What is your definition of a successful project? Is there a capstone or culminating experience?
- What specific arts learning metrics have you included in your detailed arts learning plan (see question above) to measure and evaluate success for the learners? Outcomes and learning objectives should align to state or national arts curriculum such as the National Core Art Standards (other examples in the FAQs). Quantitative and qualitative participant data is encouraged.
- How will the artist continue to engage with the learners and the organization after the project?

*Character Limit: 5000*

### Using a support material as evidence, how will this project be impactful to your community?\*

To answer this question, upload a support document such as a past participant testimonial, a participation commitment for a new program from a student, parent or community member etc..

*File Size Limit: 10 MB*

## Project Start Date\*

What date would RISCA funded activities begin?

- *For applications submitted to the April deadline, activities may start no sooner than July 1 of this year.*
- *For applications submitted to the October deadline, activities may start no sooner than January 1 of next year.*

*Character Limit: 10*

## Project End Date\*

*For applications submitted to the April and October deadline, activities may end no later than June 30 of next year.*

*Character Limit: 10*

## *Who are Your Elected Officials?*

---

To look up who your elected officials are, please visit the Rhode Island Secretary of State website: <https://vote.sos.ri.gov>

1. From the dashboard on the RI Secretary of State website, click “**Find a Polling Place**”.
2. **Next, enter the address** in the fields provided (on the voter website) in which your business address (or that of your fiscal sponsor, if you are using one) is located. This must be a street address and NOT a post office box. Click “CONTINUE”.

## U.S. Representative\*

Please select your U.S. Congressional District from the list below:

### Choices

- 1
- 2

## *Support Materials/ Required Documents*

---

Required Documents and support materials are an extremely important part of the Education Grant Panel review process. Links to template forms are located at the top of the application under **Guidelines and Forms**.

### Supporting Documents List

- Fiscal Sponsor Letter (if applicable)
- Required documentation for FRPL match waiver (if applicable)
- Project Budget (Must be the RISCA PGE Budget Template)



- Example Lesson Plan
- CVs or Resumes of artists involved
- Letter(s) of Support
- Artistic Work Samples
- Optional Upload Section

PLEASE NOTE: The online system can accommodate images, text documents, video, and audio in most formats, however there is a 100 MB limit for ALL support materials combined. We recommend that video be uploaded to a site such as Vimeo or Youtube, and links provided in an uploaded Word or PDF document. Links to artist websites can also be submitted in the text box in the online application.

### Submit your fiscal sponsor letter

If you are using a fiscal sponsor to apply for this grant, please upload a letter on official letterhead from the sponsor organization, stating their agreement to act as sponsor for the grant.

For reference: You can download a "fiscal sponsor template letter" with sample text, located at the top of this application under Guidelines and Template Forms.

*Character Limit: 250 | File Size Limit: 5 MB*

### Match Waiver

If you are applying for a match waiver, please submit your evidence of Free-or-Reduced-Price Lunch (FRPL) or state identified need criteria.

*Character Limit: 250 | File Size Limit: 5 MB*

### Project Budget

#### Expenses that RISCA does not fund\*

Council support may NOT be used for:

- Capital expenses such as building improvements or the purchase of permanent equipment.
- Eliminating or reducing existing debt.
- Fundraising efforts, such as social events or benefits.
- Hospitality expenses, such as food and beverages.
- Expenses incurred prior to or after the grant cycle in which a grant has been awarded.
- Applications where the purpose is to "regrant" or award funds using some or all of the RISCA grant funds.
- Prizes and awards.
- Activities that are part of a graduate or undergraduate. degree program, or for which academic credit is received.
- Projects that proselytize or promote religious activities, or which take place as part of a

religious service.

### Choices

I understand that I cannot use RISCA funds for the items and activities listed above

### Project Budget Upload\*

All applications must include their Project Budget using the official “RISCA Project Grants in Education (PGE) Budget template”. Download the PGE Excel Budget Template using the link located at the top of this application under **Guidelines and Forms**.

Once the Project Budget form is completed, save in either Excel or PDF format and then click below to upload and attach the Project Budget to your application. NOTE: If saving budget form as a PDF, be sure to create the PDF directly from the file. A scanned copy will exceed the 5 MB file size limit. (For more information, click here.).

*File Size Limit: 5 MB*

### Example Lesson Plan\*

*File Size Limit: 10 MB*

### CVs or Resumes of Artists Involved\*

Please combine all relevant CVs into a single PDF.

*File Size Limit: 10 MB*

### Letter of Partnership or Letter of Support\*

From identified partnering school or dedicated learning environment.

*File Size Limit: 10 MB*

### Art Work Samples\*

Please combine all relevant art work samples into a single PDF.

*File Size Limit: 25 MB*

### Optional Upload

PDF with relevant URLs and links, this can be an organization's website, videos of events via YouTube, etc .....Please combine all into a single PDF.

*Character Limit: 100 | File Size Limit: 20 MB*

## *Data for Federal and State Reporting*

---

*Answer the following questions to the best of your ability. This information will not effect how your application is evaluated, but is necessary for reporting on our applicants to the federal and state government.*

## Applicant status\*

Please designate the legal status of your organization.

### Choices

- 01 Individual
- 02 Organization - Non-Profit
- 03 Organization - Profit
- 04 Government - Federal
- 05 Government - State
- 06 Government - Regional
- 07 Government - County
- 08 Government - Municipal
- 09 Government - Tribal
- 99 None of the Above

## Applicant Institution\*

Choose from the codes below to describe your specific type of organization.

For definitions of these fields, see this guide to the National Standard data fields.

### Choices

- 01 Individual - Artist
- 02 Individual - Non-artist
- 03 Performing Group
- 04 Performing Group - College/University
- 05 Performing Group - Community
- 06 Performing Group for Youth
- 07 Performance Facility
- 08 Museum - Art
- 09 Museum - Other
- 10 Gallery/Exhibition Space
- 11 Cinema
- 12 Independent Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Organization
- 18 Union/Professional Association
- 19 School District
- 20 School - Parent-Teacher Association
- 21 School - Elementary
- 22 School - Middle
- 23 School - Secondary
- 24 School - Vocational/Technical
- 25 Other School
- 26 College/University
- 27 Library
- 28 Historical Society/Commission

- 29 Humanities Council/Agency).
- 30 Foundation.
- 31 Corporation/Business
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation
- 38 Government - Executive
- 39 Government - Judicial
- 40 Government - Legislative (House)
- 41 Government - Legislative (Senate)
- 42 Media - Periodical
- 43 Media - Daily Newspaper
- 44 Media - Weekly Newspaper
- 45 Media - Radio
- 46 Media - Television
- 47 Cultural Series Organization
- 48 School of the Arts
- 49 Arts Camp/Institute
- 50 Social Service Organization
- 51 Child Care Provider
- 99 None of the Above

### Applicant Discipline\*

Select the primary numeric code from the list provided that best describes the main art form of your organization.

For definitions of these fields, see this guide to the National Standard data fields.

#### Choices

- 01 DANCE
- 02 MUSIC
- 03 OPERA/MUSICAL THEATRE
- 04 THEATRE
- 05 VISUAL ARTS
- 06 DESIGN ARTS
- 07 CRAFTS
- 08 PHOTOGRAPHY
- 09 MEDIA ARTS
- 10 LITERATURE
- 11 INTERDISCIPLINARY
- 12 FOLK/TRADITIONAL ARTS
- 13 HUMANITIES
- 14 MULTIDISCIPLINARY
- 15 NON-ARTS/NON-HUMANITIES

## Project Discipline\*

Choose the primary arts discipline of this project from the codes provided.

For definitions of these fields, see this guide to the National Standard data fields.

### Choices

- 01 DANCE
- 02 MUSIC
- 03 OPERA/MUSICAL THEATRE
- 04 THEATRE
- 05 VISUAL ARTS
- 06 DESIGN ARTS
- 07 CRAFTS
- 08 PHOTOGRAPHY
- 09 MEDIA ARTS
- 10 LITERATURE
- 11 INTERDISCIPLINARY
- 12 FOLK/TRADITIONAL ARTS
- 13 HUMANITIES
- 14 MULTIDISCIPLINARY
- 15 NON-ARTS/NON-HUMANITIES

## Type of Activity\*

Select the code that best describes the activities of your project.

For definitions of these fields, see this guide to the National Standard data fields.

### Choices

- 01 Acquisition
- 02 Audience Services
- 03 Award/Fellowship
- 04 Creation of a Work of Art
- 05 Concert/Performance/Reading
- 06 Exhibition
- 07 Facility Construction, Maintenance, Renovation
- 08 Fair/Festival
- 09 Identification/Documentation
- 10 Institution/Organization Establishment
- 11 Institution/Organization Support
- 12 Arts Instruction
- 13 Marketing
- 14 Professional Support - Administrative
- 15 Professional Support - Artistic
- 16 Recording/Filming/Taping
- 17 Publication
- 18 Repair/Restoration/Conservation
- 19 Research/Planning
- 20 School Residency
- 21 Other Residency

- 22 Seminar/Conference
- 23 Equipment Purchase/Lease/Rental
- 24 Distribution of Art
- 25 Apprenticeship/Internship
- 26 Regranting
- 27 Translation
- 28 Writing About Art
- 29 Professional Development/Training
- 30 Student Assessment
- 31 Curriculum Development/Implementation
- 32 Stabilization/Endowment/Challenge
- 33 Building Public Awareness
- 34 Technical Assistance
- 35 Web Site/Internet Development
- 36 Broadcasting
- 99 None of the Above

### Arts Education\*

Use this field to describe the arts education designation of each award, according to the following definition:

Arts Education: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes.

### Choices

- 01 50% or more of project activities are arts
  - 02 Less than 50% of project activities are arts
  - 99 No arts education
- education directed to:
- A K-12
  - B Higher education
  - C Pre-kindergarten
  - D Adult learners

## Assurances

---

The applicant agrees to abide by all the General Terms and Conditions and Assurances as outlined at <http://www.arts.ri.gov/legal>, and has reviewed this information prior to submitting this application. By submitting your application you are agreeing to abide by all of these federal and state terms and conditions if you receive support from RISCA. The applicant understands that all grant applications are considered on a competitive basis. No applicant is guaranteed funding at any level, even if all basic criteria have been met. Prior funding does not guarantee support in current or future years. The applicant understands that all RISCA grant award programs are contingent upon the availability of funds from the General Assembly of the State of Rhode Island and the National Endowment for the Arts, a federal agency.

The applicant will assure that it and any organization assisted by it will comply with Titles I - IV of the Americans with Disabilities Act of 1990 (PL 101-336), as amended, Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., PL 88-352) as amended, Sections 503 & 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Equal Employment Opportunity Act of 1972 (PL 92-261), Rhode Island Executive Order #19, 1977, and where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), to the end that no person in the United States shall, on the grounds of race, color, religion, sex, age, national origin, handicap, or sexual orientation, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the applicant received financial assistance from the Council.

It is understood by the applicant and the Rhode Island State Council on the Arts (RISCA) that RISCA reserves the right to use any text, photographs, audio, or video submitted as part of this application for limited non-commercial educational or promotional use in publications or other media produced, used or contracted by RISCA including, but not limited to: brochures, invitations, newsletters, postcards, websites, etc.

The applicant will certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of their knowledge, and that the applicant is an eligible organization as specified in the guidelines.

The applicant will certify that the filing of this application has been authorized by the governing body of this applicant, and the person submitting this application has been duly authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application.

**By placing a checkmark in this box I/we agree to all of the above.\***

**Choices**

I/we agree to the above Assurances