

Project Grants in Education_PGE_FY26_c1

Rhode Island State Council on the Arts - Organizations

Guidelines and Template Forms

Quick links to required templates and helpful resources.

Resources:

- Project Grants in Education Guidelines (RISCA website) - For reference.
- Evaluation Criteria (PDF) - For reference.

Templates:

- Project Budget Template (Excel) - Required.
- Work Sample List Template (Word) - Required.
- Fiscal Sponsor Sample Letter (Word doc)

Info for RISCA Staff: Eligibility Checklist & Required Eligibility Uploads.

Are you applying as an Organization or an Individual?*

Choices

Organization
Individual

Eligibility Checklist*

Select all that apply, see grant guidelines for definitions:

Choices

This project is not receiving direct funding from another RISCA grant.
We are not requesting support for this project through another RISCA grants program.
We are not applying for another RISCA grant at the same deadline.
We are not receiving GOSO funds from RISCA.
The funded portion of the project activity takes place in Rhode Island.
This project is taking place in an ADA* compliant location.

For Individuals only: Eligibility Requirements

You must be:

- 18 years of age or older.

- Have lived in Rhode Island for at least one year at the time of application.
- A legal resident of the United States with a tax identification number (either Social Security number or an Individual Taxpayer Identification Number). This includes refugees, immigrants, and temporary residents. This does not include people in the country on a tourist visa.
- An experienced teaching artist, either on the RISCA roster or with a resume and supporting materials demonstrating significant teaching experience with the population targeted in the application.
- Proposing a project that pilots a new curriculum, which the individual artist hopes to replicate in other educational settings.

You are not eligible if you are:

- A current recipient of the RISCA General Operating Support for Artists grant.
- Currently enrolled in an arts degree seeking program or attending high school full time.
- A staff member or Council member of RISCA, or an immediate family member of a staff or Council member.
- Currently staff of a non-profit organization applying for funding for projects that are part of that organization's programming.
- An Individual who is paid staff or proprietor of a for-profit organization applying for funding for projects that are a product or service of that organization.

I am applying as an individual and agree with the above statements.

Choices

YES

NO

For Organizations only: Nonprofit Status.

We are a nonprofit organization or fiscally sponsored by a nonprofit organization that fits the following criteria:

- Conducting business and incorporated in the State of Rhode Island as a 501(c)(3) with tax exempt status from the Internal Revenue Service.
- Registered with the R.I. Secretary of State.
- To confirm nonprofit status with the state, visit R.I. Secretary of State's online database.

Choices

YES

NO

Are you applying using a Fiscal Sponsor?*

Choices

YES

NO

Do you have a Unique Entity ID (UEI)?*

Please select one of the answers below.

Choices

YES, this organization has a UEI.

No, but I will reach out to the RISCA program director on how to apply without a UEI.

NO, I am an individual and do not need a UEI.

*To learn more about what it means to be ADA compliant, click this link to read the NEA's Accessibility: Publications, Checklists, & Resources.

Required Eligibility Uploads and Information:

For Organization: Legal name Organization or Fiscal Sponsor?

This is the name of the nonprofit listed on the 50c1(c)(3) Determination Letter.

Character Limit: 250

Unique Entity ID (UEI)*

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

The Unique Entity ID (UEI) is a 12-character Unique Entity Identifier (UEI) assigned by the federal System for Awards Management (SAM). As of April 2022, SAM-UEI is required of any entity receiving federal funds, including RISCA grants. This process is 100% free - beware of websites and third party services that try to charge you for your UEI.

Character Limit: 12

I will accept partial funding.*

If my application is not selected for full funding, I will accept partial funding. The minimum award will be 50% of the request or \$1,000, whichever is higher. Note: the answer to this question is NOT seen by the panel and does not impact your score.

Choices

YES

NO

Info for RISCA Staff: Project Lead Profile

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

Name of Project Lead*

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

Info for Panel: LOGISTICS

Entity Type (select from list below).*

- **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

Organization (or DBA) / Individual Name*

Character Limit: 250

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 School plans to host after-school workshops with XYZ Teaching Artist.

Character Limit: 350

Amount Requested*

You can request:

- Up to \$7,000 for Organizations.
- Up to \$5,000 for Individuals.

Numerals only. Round to the nearest dollar.

Character Limit: 20

When will this project take place?

Note this project must take place within the RISCA fiscal year July 1 – June 30.

Project Start Date:*

Character Limit: 10

Project End Date:*

Character Limit: 10

Project Location*

Where will this project take place? Please list the venue name and address with city and zip code (e.g. XYZ School, 150 Main Street, Providence, RI 02903). If you have not confirmed the location yet, please give us as much information as you can or write “not confirmed”.

Character Limit: 250

Intended Participants/Audience (select all that apply).*

Choices

Children under 5.

Children/Youth (5-18 years).

Young Adults (19-24 years).

Adults (age 25-64 years).

Older Adults (65+ years).

Veterans/Military •Communities recovering from trauma or disaster.

English Language Learners (ELL). *

Immigrant communities.

Individuals below the poverty line.

People Experiencing Incarceration/Re-entry.

People with Disabilities. *

People from the LGBTQ+ community.

Rhode Islanders without permanent residence (i.e. unhoused).

Rural populations.
 BIPOC/ALAANA communities.
 Other Population/Community (please list).

Other - if applicable.

Character Limit: 100

* **English Language Learners (ELL)** - People whose primary language is not English and need support in learning English.

* **People with Disabilities** - Includes people with cognitive, social/emotional, and/or physical disabilities.

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: 500

Other partners?

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

Character Limit: 500

Metrics for Success (select all that apply).*

What are the goals of this project, and what will you be measuring? Please select all that apply, note that your project should NOT have all of these as goals.

Choices

Number of participants/attendees.

Change in the way participants/attendees think about or perceive things.

Satisfaction of participants.

Artistic growth by the creators.

Other – if applicable

I understand and agree that RISCA funds will not be used for:*

- Capital improvement projects, like the construction or renovation of buildings or major permanent equipment purchases.
- Addressing, eliminating, or reducing existing debt or for contributions to an endowment fund.
- Development or fundraising, such as social events or benefits or any fundraising expenses.
- Entertainment and hospitality, including expenses for activities such as receptions, parties, galas, etc. Specific costs that have a core programmatic purpose and are included in your budget may be allowable.
- Prizes and awards for an event, person, and/or organization.

- Regranting the funds to other artists or organizations through an application or award process.
- Activities that are associated with 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.
- Programming, performances, and exhibitions unavailable and/or inaccessible to the public. This includes programming that occurs in a space that does not comply with the Americans with Disabilities Act.
- Expenses incurred or activity happening outside of the award period.

Choices

YES

NO

UPLOAD: Project Budget (saved as Excel or PDF).*

All applications must include their Project Budget using the official RISCA template.

- Download the **RISCA Organization Project Budget Template** using the link located at the top of this application under Guidelines and Forms.
- Please use the notes section in the budget form to explain your project income and expenses related to this project. Be specific about hourly or daily rates for artists and other key members involved. Project income must equal project expenses. For help completing the budget, [check out this video](#).
- Once the project budget form is completed, save in either Excel or PDF format. Then click below to upload and attach the project budget to your application.

File Size Limit: 5 MB

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

Type of Entity is: INDIVIDUAL

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

Choices

Yes

No

Info for Panel: ARTISTIC VIBRANCY & IMPACT

How is art central to this project?*

Character Limit: 1000

How will the artist/s provide a positive and purposeful experience for the participants?*

Character Limit: 1000

How does this project provide access or engage underserved communities as identified by the NEA?*

Refer to the target populations the applicant identified under “Logistics.”

Character Limit: 1000

UPLOAD: bio/resume/cv of artist(s) involved (saved as PDF).*

File Size Limit: 5 MB

LINK: Artist website, if available.

Character Limit: 2000

LINK: Artist social media, if available.

Character Limit: 2000

LINK: Creative Ground profile, if available.

Character Limit: 2000

UPLOAD: Work Samples List. (saved as PDF).*

Please describe each piece of art, including the title, year, medium, any additional technical details, and 1-3 sentences of context about the piece and how it is meant to be experienced.

File Size Limit: 5 MB

LINK: Documentation of up to 3 pieces of art.*

- This may include images, video, audio, and/or writing. Pieces of art include, but are not limited to: a short film; a graphic novel; a dance; a painting; a piece of jewelry; a song; a

sculpture; a performance in a public place; a poem; a class/lesson/workshop you taught or work of your students; or a quilt.

- You may submit a maximum of: 10 images; and 10 minutes of video; and 10 minutes of audio; and up to 20 pages of writing.
- NOTE: All files must be in a Google Drive folder, open to everyone with the link or link and password.

Character Limit: 2000

Password to Google drive folder, if necessary.

If you do not want to make Google Drive folder password protected, open the folder in Google Drive. In the top right corner, click "Share". Click "Get shareable link" in the top right of the "Share with others" box. To choose whether a person can view, comment, or edit the file, click the Down arrow next to "Anyone with the link."

Character Limit: 20

Info for the Panel: EDUCATION

Describe the learning plan for the distinct group of learners totaling a minimum of 8 hours.*

Character Limit: 1000

Which National Core Arts Anchor Standards will be focused on?*

"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. For more information see www.nationalartsstandards.org.

Character Limit: 1000

UPLOAD: Testimonial (saved as PDF).*

This can be quotes, a short testimonial, or some other statement from a person or people who has experience with this program, organization, or the artist(s).

File Size Limit: 5 MB

Info for RISCA Staff: CONGRESSIONAL DISTRICT

U.S. Representative District (select 1 or 2).**

To look up your congressional district:

- Visit the United States House of Representatives Find Your Representative page: <https://www.house.gov/representatives/find-your-representative>
- Enter your zip code. If necessary, enter your street address.
- Select the district below, it will be either 1st Congressional district or 2nd Congressional district of Rhode Island.

Choices

- 1
- 2

Assurances

The applicant agrees to abide by all the **General Terms and Conditions and Assurances** as outlined at <https://rules.sos.ri.gov/regulations/part/220-30-00-13>, 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.

All data, documentation, and material prepared and submitted by the grantee for the fulfillment of the grant contract will remain the property of the grantee. RISCA reserves the right to reproduce grantee products for educational, promotional, and noncommercial purposes, both electronically and in print.

Certification

The applicant certifies 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 eligible as specified in the guidelines. The applicant agrees to all above conditions.

Choices

YES

NO

Signature*

Enter your full name, job title (FOR ORGS ONLY) (e.g., Anne Smith, Executive Director).

Character Limit: 250

School/Organization Name*

Character Limit: 100

Today's Date*

Character Limit: 10