FY25 Arts Learning Project Grant

Supporting Arts Learning Activities for Pre-K - 12 and Lifelong Learning

Application Questions and Support Material

The questions below are for informational purposes only. All applications must be submitted online. For additional support, including a guide to submitting applications online, please visit the Resources for Grant Applicants webpage on the Nevada Arts Council website.

How to Apply

1. Review the FY25 Arts Learning Project Grant guidelines and FY25 Grant Policies
2. Complete the application online using the Nevada Arts Council application portal, Submittable

Applicant Information

1. Applicant Type
2. Applicant Legal Name: Enter the name of the applying 501(c)(3) organization or public institution Applicant Physical Address
3. Applicant Alternate Address
4. Is your mailing address different from your physical address?
    a. Applicant Alternate Address
5. Primary Contact Information
    a. Primary Contact Name
    b. Primary Contact Title
    c. Primary Main Contact Phone Number
    d. Primary Additional Contact Phone Number
6. Is the Authorizing Official for the organization different from Primary Contact listed above?
    a. Authorizing Official Name
    b. Authorizing Official Title
    c. Authorizing Official Phone Number
    d. Authorizing Official Email Address
7. Project Activity Type
8. Applicant Institution
9. Applicant Discipline
    a. Applicant Sub-Discipline: Various Options
10. Project Discipline
    a. Project Sub-Discipline: Various Options

Eligibility

1. FEIN (Federal Employer Identification Number) or TIN (Tax Identification Number)
2. Unique Entity Identifier (UEI) Number from SAM.gov
3. Upload: IRS 501(c)(3) Letter

Proposed Project Details

Section A: Project Design and Content

Review Criteria (25 points)

- Project is well designed with a realistic timeline
- Clearly describes proposed educational content (including Nevada Academic Content Standards for Fine Arts for Pre-K-12 projects only)
- Clearly describes achievable goals, objectives, and outcome
- Includes a plan to assess learning in arts and/or culture

1. What is the primary area of focus your residency addresses?
   a. Describe what non-arts subjects will be integrated
2. What specific age group(s) is your residency designed to serve?
   a. Identify key Nevada Academic Content Standards addressed in the residency. Include the specific numbers/standards i.e. "VA:Cr1.K.1 Engage in exploration and imaginative play with materials"
   b. The organization and audience will participate in the following artistic processes (Select all that apply):
3. Who is the target audience for the residency? Include the expected number of participants and a brief description (i.e. 25 11th grade students and 2 teachers; 30 adult watercolor painters; 15 native youths between 13-18 years old). (up to 150 words)
4. What is the estimated number of participants?
5. Project title & one-sentence description. (In this format: Project title. One sentence description.) (up to 40 words)
6. Provide a detailed description of the residency. What is the hands-on activity? (up to 300 words)
7. What are your anticipated goals, objectives, and outcomes for the project? (up to 250 words)
8. Describe the methods you will use to evaluate project success, impact, and outcomes (up to 250 words)
9. Upload: Evaluation Samples (Up to 3 items which can include sample forms for evaluating students or public evaluation of programming)
10. Describe how you will assess arts/culture learning (up to 200 words)
11. Provide a schedule including each date of the residency, location data and planned teaching artist contact hours. The total hours column will auto-sum. (Schedule Table)
    a. Do you need space to include more schedule data?

    b.   Provide additional schedule data: Including each date of the residency, location data and planned teaching artist contact hours. The total hours column will auto-sum. (Schedule Table)

12. Project Dates
    a.   What is the approximate start date of your project?
    b.   What is the approximate end date of your project?

Section B: Project Management

Review Criteria (25 points):

- Demonstrates organizational capacity to complete the proposed project
- Involves qualified personnel to plan and manage the project
- Provides a clear budget with appropriate financial resources to support the project

1. Provide a brief history of your organization and its mission. (up to 250 words)
2. Provide a link to your organization's website or social media page (optional)
3. Describe any previous arts/culture educational programming
4. Who is managing this project? List names, title (if applicable), and project responsibilities for all key project personnel (up to 400 words)
5. Upload: Resume or biography for all key project personnel
6. Is there a project fee for the participant? If yes, what is it?
7. If the project includes a final presentation or performance, is there a ticket fee? If so, how much is it?
8. Grant Request: Enter the dollar amount you are requesting (up to $7,000) (1:1 cash or in-kind match required)
9. What specific elements of the proposed project will Nevada Arts Council funds support? **Please see Appendix A (Page 7) for Budget Details and Table sample**
10. What are all of the financial elements (expenses, income, in-kind contributions) of the proposed residency? **Please see Appendix B (Page 8) for Budget Details and Table sample**
11. Provide additional information to clarify elements of your budget.
12. I understand that, if awarded this grant, documentation of the use of grant funds and matching funds (if required) must be provided in the Final Reports and must align with the proposed expenses.

Section C: Artistic Excellence

Review Criteria (25 points):

- Utilizes an effective process to select teaching artists and arts educators
- Demonstrates commitment to artistic excellence by utilizing qualified artists, arts educators, and/or arts organizations to present the project

1. How do you select your teaching artists? Include information on who is involved in the process and how you will ensure artistic excellence (up to 250 words)
2. List all proposed teaching artists for this project (up to 200 words)
3. Is the proposed teaching artist/group on the Nevada Arts Council Teaching Artist Roster?
4. Upload: Letter or Email Confirmation of the teaching residency (including dates) between artist/group and hosting public institution/organization
5. Upload: Résumé or Biography for all proposed artists/groups
6. Professional Reference Uploads: Provide at least two (2) professional references from people who have first-hand knowledge of the artist's/group's public programs or expertise in their field
7. Artistic Work Samples: Uploads (up to 10): Include descriptive information for each upload using the provided fields which will appear after uploading. **Please see the end of this section (Page 4) for Artistic Work Samples guidelines**
8. Artistic Work Samples: Links (up to 10): Include descriptive information for each link using the Brief Description field that directly follows

Artistic Work Samples Guidelines

Samples of artistic work should provide evidence of the quality of each proposed teaching artist. Samples should clearly support the project narrative and may include video of live performances, audio clips of music, images of artistic work, writing samples, etc.

- You may submit up to 10 total Artistic Work Samples as uploads and/or links. If you include more than 10 uploads/links total, you will be asked to remove the extra work samples
- Each distinct item of support material/work sample should be a separate file. Do not include multiple Artistic Work Samples in one file (e.g. collages, montages, etc.)
- Samples may be images, audio, and/or video files
- All audio and video samples (including uploads and links) **may not exceed 10 minutes total combined**
- All writing samples **may not exceed 15 pages total combined**

- Do not submit links to sites that require downloading (e.g. Dropbox, Google Drive) or login credentials (e.g. private Instagram post)
- **Do not include any full website page/social media profile page links. Links must direct to individual artistic work samples**
- **Do not include any marketing, promotion, public evaluation, letters of agreement/contracts, or any other similar items in this upload section. Please upload such items under Additional Support Materials**

Section D: Arts Learning Impact/Artistic Merit

Review Criteria (25 points):

- Clearly identifies and defines the target participants and/or audience
- Demonstrates a plan for communicating information to the target participants and/or audience
- Project addresses specific challenges or needs
- Demonstrates an authentic and collaborative commitment to inclusion, diversity, equity, and accessibility

1. Describe the target participants and/or audience for the proposed project. Include specific demographic information about relevant socioeconomic factors such as age, ethnicity, race, gender, ability, education, geographic location, income level, etc.
2. How will you communicate information to your target participants and/or audiences via outreach, publicity, marketing, partnerships, collaborations, etc.?
3. Describe the specific need or challenge this project is addressing
4. How does your project address diversity, equity, and inclusion?
5. Explain how you will make this project accessible to individuals with disabilities in compliance with federal law and regulations (see below for more information)
6. Optional Upload: Additional Support Material (up to 5): Include descriptive information for each upload using the provided fields which will appear after uploading. Up to 5 additional items of your choice that support your project such as:
   - Marketing and Publicity Samples (i.e. advertisements, posters, programs, fliers)
   - Evaluation forms for participants, public evaluation of programming, and/or results of such evaluations
   - Contracts that specify cost, project dates, and services to be provided (facility, marketing, tech crew, etc.)
   - Letters of agreement/contracts with participating artists, companies, or organizations

- Printed material that documents the administrative and/or artistic quality of your organization's programs or services
- Sample publications from literary organizations/small presses
- List of films to be screened at a proposed film festival
- **DO NOT upload additional Artistic Work Samples in this section**
- **Do not include any full website page/social media profile page or other links**

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Budget Appendix A: Nevada Arts Council Funds Budget

Nevada Arts Council funds may be used for the following fees only:

- Teaching artist fees
- Production artist fees (including directors, videographers, costume designers, lighting designers, etc.)
- Materials/supplies
- Facility rental fees
- Equipment relevant to project - up to $1,000 (including video cameras, microphones, software, video communication subscriptions, etc.)

In addition to the General Funding Restrictions in the current Grant Policies, Project Grant for Artist funds may not be used for:

- Expenses outside the 6-month cycle
- General operating support
- Private lessons
- Classes for college credit
- Staff/teacher salaries (in a school setting, this grant is meant to enrich and support ongoing arts education, not to supplant or substitute services more appropriately provided by educators trained in the arts or otherwise)

If you have questions on filling out the Budget forms, please contact the Grants Team via the Submittable message center, at grants@nevadaculture.org, or by phone at 775.687.7104

NEVADA ARTS COUNCIL (NAC) FUNDING - ALLOWABLE EXPENSES CATEGORIES	ITEMIZED NEVADA ARTS COUNCIL GRANT EXPENSES
TEACHING ARTIST FEES	
PRODUCTION ARTIST FEES (including directors, videographers, costume designers, lighting designers, etc.)	
FACILITY COSTS (Note that this includes space rental, utilities, etc. but renovation, remodeling, restoration, or new construction are not allowable)	
CONSUMABLE MATERIALS/SUPPLIES	
EQUIPMENT relevant to project - up to $1,000 (including video cameras, microphones, software, video communication subscriptions, etc.)	
NEVADA ARTS COUNCIL GRANT FUNDING AMOUNT TOTAL	$0.00

Budget Appendix B: Full Project Budget

In this full project budget, the projected income must match/balance with the projected expenses to show how you propose to pay for the project.

1. **Expenses**: Enter **all** your cash expenses for the **entire project** (not just the grant request amount) under "Projected Expenses." Do not include any in-kind contributions in this section.
2. **Income**: Enter **any** form of income that will be used for the project. If you will be paying for any part of the project from your own funds, enter the amount under Applicant Funds. Do not enter any in-kind contributions in this section except for cash donations.
3. **In-Kind**: In-kind contributions are non-monetary and include donated goods, services, facilities and personnel. You must document the actual cash value of all in-kind contributions provided by businesses and individuals. The in-kind should be calculated separately from the cash expenses and income. Please refer to the Calculating In-Kind Contributions resource for more information.

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(See next page for full project budget table sample)

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FULL/OVERALL BUDGET	
EXPENSES - DESCRIPTION	**EXPENSE AMOUNTS**
PROJECT ADMINISTRATIVE PERSONNEL/CONSULTANTS	
TEACHING ARTIST FEES	
PRODUCTION ARTIST FEES (including directors, videographers, costume designers, lighting designers, etc.)	
FACILITY COSTS (Note that this includes space rental, utilities, etc. but renovation, remodeling, restoration, or new construction are not allowable)	
CONSUMABLE MATERIALS/SUPPLIES	
EQUIPMENT relevant to project - up to $1,000 (including video cameras, microphones, software, video communication subscriptions, etc.)	
PRODUCTION EXPENSES	
MARKETING & PROMOTION	
TRAVEL	
ADD ANY ADDITIONAL EXPENSES BELOW	
TOTAL EXPENSES	$0.00
INCOME - DESCRIPTION	**INCOME AMOUNTS**
NEVADA ARTS COUNCIL GRANT AMOUNT	
EARNED INCOME (admissions, ticket sales, product sales, subscriptions, etc.)	
PRIVATE SUPPORT: Foundation Support	
PRIVATE SUPPORT (contributions/donations from individuals and/or businesses, etc.)	
PRIVATE SUPPORT: Other Private Unearned Income	
GOVERNMENT SUPPORT: City, Municipality, County, State (excluding Nevada Arts Council)	
GOVERNMENT SUPPORT: Federal	
GOVERNMENT SUPPORT: Other	
ADD ANY ADDITIONAL INCOME BELOW	
TOTAL INCOME	$0.00
IN-KIND - DONATIONS/GOOD/SERVICES	**IN-KIND VALUES**
VOLUNTEER HOURS	
DONATED SERVICES	
DONATED MATERIALS AND SUPPLIES	
DONATED FACILITY/SPACE	
ADD ANY ADDITIONAL IN-KIND BELOW	
TOTAL IN-KIND	$0.00
MATCH CONFIRMATION: TOTAL INCOME (B32) PLUS TOTAL IN-KIND (B44): Cell B46 must equal AT LEAST twice the Nevada Arts Council grant request amount (B20)	$0.00