

FY25 Arts Learning Express Grant

Supporting Short-Term Teaching Artist Residencies



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 Express Grant guidelines](#) and [FY25 Grant Policies](#)
2. Complete the application online using the Nevada Arts Council application portal, [Submittable](#)

Applicant Types:

1. [Hosting Public Institution \(School\)](#)
2. [Hosting Non-Profit 501\(c\)\(3\) Organization](#)
3. [Nevada Arts Council Teaching Artist Roster - Individual Artist or Group](#)
4. [Nevada Arts Council Teaching Artist Roster - Non-Profit 501\(c\)\(3\) Organization](#)

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Hosting Public Institution (School)

Applicant Information

1. Applicant Type
2. Applicant Legal Name: Enter the name of organization, group, or school
3. Applicant Physical Address
4. Is your mailing address different from your physical address?
 - a. Applicant Alternate Address
- 5a. Primary Contact Name
- 5b. Primary Contact Title
- 5c. Primary Contact Phone Number
6. Is the Authorizing Official for the organization different from Primary Contact listed above?
 - 6a. Authorizing Official Name
 - 6b. Authorizing Official Title
 - 6c. Authorizing Official Phone Number
 - 6d. 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

Proposed Project Details

Review Criteria:

- Project is interactive
- Includes clear objectives and achievable outcomes
- Demonstrates connection to [Nevada Content Standards for the Fine Arts](#) for Pre-K-12 projects only)
- Addresses one of the following: Arts Education, Arts Integration, Arts for Social Development
- Skill level must be appropriate for target audience
- Includes clear plan to evaluate the residency
- Involves qualified teaching artists/groups

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- Must provide a clear schedule including educational contact hours
- Demonstrates an authentic and collaborative commitment to [inclusion, diversity, equity, and accessibility](#)

Section A: Short-term Teaching Artist Residency Overview

1. Select the primary artistic discipline being taught
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"
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)
4. Project title & one-sentence description. (In this format: Project title. One sentence description.)
5. Provide a detailed description of the residency. What is the hands-on activity? What skills or techniques will be taught?
6. What is the main learning goal of the residency?
7. What is the primary area of focus your residency addresses?
 - a. Describe what non-arts subjects will be integrated
8. What are your anticipated goals, objectives, and outcomes for the project? (up to 250 words)
9. Describe the methods you will use to evaluate project success, impact, and outcomes (up to 250 words)
10. How will the residency be promoted to the general public and/or specific groups? (non-school residencies only)
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. What is the approximate start date of your project?
 - b. What is the approximate end date of your project?

Section B: Budget

1. Grant Request: Enter the dollar amount you are requesting (up to \$1,500 to support artist fees only)
2. What are all of the financial elements (expenses, income, in-kind contributions) of the proposed residency? **Please see Appendix A (Page 16-17) for Budget Details and Table sample**
3. Provide additional information to clarify elements of your budget

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4. 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 above

Section C: Planning and Management

1. Who will be planning and managing the residency project? Provide their name and contact information (If applicable: Who are you working with at the organization/school?)
 - a. Who is the proposed teaching artist/group and why were they selected?
 - b. Is the proposed teaching artist/group on the Nevada Arts Council Teaching Artist Roster?
2. Upload: Letter or Email Confirmation of the teaching residency (including dates) between artist/group and hosting school/organization
3. Upload: Letter of Reference (**Required For Prek-12 Grade School Residency Only**)

Section D: Artistic Excellence

1. Upload: Résumé or Biography for all proposed artists/groups
2. 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
3. Artistic Work Samples: Uploads (up to 10): Include descriptive information for each upload using the provided fields which will appear after uploading. **Please see Appendix B (Page 18) for Artistic Work Samples guidelines**
4. Artistic Work Samples: Links (up to 10): Include descriptive information for each link using the Brief Description field that directly follows. **Please see Appendix B (Page 18) for Artistic Work Samples guidelines**
5. 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

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- 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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Hosting Non-Profit 501(c)(3) Organization

Applicant Information

1. Applicant Type
2. Applicant Legal Name: Enter the name of organization, group, or school
3. Applicant Physical Address
4. Is your mailing address different from your physical address?
 - a. Applicant Alternate Address
- 5a. Primary Contact Name
- 5b. Primary Contact Title
- 5c. Primary Contact Phone Number
6. Is the Authorizing Official for the organization different from Primary Contact listed above?
 - 6a. Authorizing Official Name
 - 6b. Authorizing Official Title
 - 6c. Authorizing Official Phone Number
 - 6d. 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

Review Criteria:

- Project is interactive
- Includes clear objectives and achievable outcomes
- Demonstrates connection to [Nevada Content Standards for the Fine Arts](#) for Pre-K-12 projects only)
- Addresses one of the following: Arts Education, Arts Integration, Arts for Social Development
- Skill level must be appropriate for target audience
- Includes clear plan to evaluate the residency

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- Involves qualified teaching artists/groups
- Must provide a clear schedule including educational contact hours
- Demonstrates an authentic and collaborative commitment to [inclusion, diversity, equity, and accessibility](#)

Section A: Short-term Teaching Artist Residency Overview

1. Select the primary artistic discipline being taught
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"
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)
4. Project title & one-sentence description. (In this format: Project title. One sentence description.)
5. Provide a detailed description of the residency. What is the hands-on activity? What skills or techniques will be taught?
6. What is the main learning goal of the residency?
7. What is the primary area of focus your residency addresses?
 - a. Describe what non-arts subjects will be integrated
8. What are your anticipated goals, objectives, and outcomes for the project? (up to 250 words)
9. Describe the methods you will use to evaluate project success, impact, and outcomes (up to 250 words)
10. How will the residency be promoted to the general public and/or specific groups? (non-school residencies only)
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. What is the approximate start date of your project?
 - b. What is the approximate end date of your project?

Section B: Budget

1. Grant Request: Enter the dollar amount you are requesting (up to \$1,500 to support artist fees only)
2. What are all of the financial elements (expenses, income, in-kind contributions) of the proposed residency? **[Please see Appendix A \(Page 16-17\) for Budget Details and Table sample](#)**

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3. Provide additional information to clarify elements of your budget
4. 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 above

Section C: Planning and Management

1. Who will be planning and managing the residency project? Provide their name and contact information (If applicable: Who are you working with at the organization/school?)
 - a. Who is the proposed teaching artist/group and why were they selected?
 - b. Is the proposed teaching artist/group on the Nevada Arts Council Teaching Artist Roster?
2. Upload: Letter or Email Confirmation of the teaching residency (including dates) between artist/group and hosting school/organization
3. Upload: Letter of Reference (**Required For Prek-12 Grade School Residency Only**)

Section D: Artistic Excellence

1. Upload: Résumé or Biography for all proposed artists/groups
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- 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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Nevada Arts Council Teaching Artist Roster - Individual Artist or Group

Applicant Information

1. Applicant Type
2. Applicant Legal Name (middle name may be omitted)
 - a. Preferred Name (Artist/Chosen/Stage/Group)
3. Applicant Physical Address
4. Is your mailing address different from your physical address?
 - a. Applicant Alternate Address
5. Applicant Phone Number
6. Alternate Phone Number
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. I confirm that I am a U.S. citizen or have legal permanent resident status
2. I confirm that I am not enrolled as degree-seeking student
3. Upload: Proof of 21+ Years of Age
4. Upload: Proof of 12+ Months of Nevada Residency

Proposed Project Details

Review Criteria:

- Project is interactive
- Includes clear objectives and achievable outcomes
- Demonstrates connection to [Nevada Content Standards for the Fine Arts](#) for Pre-K-12 projects only)
- Addresses one of the following: Arts Education, Arts Integration, Arts for Social Development
- Skill level must be appropriate for target audience
- Includes clear plan to evaluate the residency
- Involves qualified teaching artists/groups
- Must provide a clear schedule including educational contact hours

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- Demonstrates an authentic and collaborative commitment to [inclusion, diversity, equity, and accessibility](#)

Section A: Short-term Teaching Artist Residency Overview

1. Select the primary artistic discipline being taught
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"
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)
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7. What is the primary area of focus your residency addresses?
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8. What are your anticipated goals, objectives, and outcomes for the project? (up to 250 words)
9. Describe the methods you will use to evaluate project success, impact, and outcomes (up to 250 words)
10. How will the residency be promoted to the general public and/or specific groups? (non-school residencies only)
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. What is the approximate start date of your project?
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Section B: Budget

1. Grant Request: Enter the dollar amount you are requesting (up to \$1,500 to support artist fees only)
2. What are all of the financial elements (expenses, income, in-kind contributions) of the proposed residency? **[Please see Appendix A \(Page 16-17\) for Budget Details and Table sample](#)**
3. Provide additional information to clarify elements of your budget

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4. 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 above

Section C: Planning and Management

1. Who will be planning and managing the residency project? Provide their name and contact information (If applicable: Who are you working with at the organization/school?)
2. Upload: Letter or Email Confirmation of the teaching residency (including dates) between artist/group and hosting school/organization
3. Upload: Letter of Reference (**Required For Prek-12 Grade School Residency Only**)

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:

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Nevada Arts Council Teaching Artist Roster - Non-Profit 501(c)(3)

Organization

Applicant Information

1. Applicant Type
2. Applicant Legal Name: Enter the name of organization, group, or school
3. Applicant Physical Address
4. Is your mailing address different from your physical address?
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- Addresses one of the following: Arts Education, Arts Integration, Arts for Social Development
- Skill level must be appropriate for target audience
- Includes clear plan to evaluate the residency
- Involves qualified teaching artists/groups
- Must provide a clear schedule including educational contact hours
- Demonstrates an authentic and collaborative commitment to [inclusion, diversity, equity, and accessibility](#)

Section A: Short-term Teaching Artist Residency Overview

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1. Grant Request: Enter the dollar amount you are requesting (up to \$1,500 to support artist fees only)

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2. What are all of the financial elements (expenses, income, in-kind contributions) of the proposed residency? **Please see Appendix A (Page 16-17) for Budget Details and Table sample**
3. Provide additional information to clarify elements of your budget
4. 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 above

Section C: Planning and Management

1. Who will be planning and managing the residency project? Provide their name and contact information (If applicable: Who are you working with at the organization/school?)
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3. Upload: Letter of Reference (**Required For Prek-12 Grade School Residency Only**)

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: 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.

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

(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



Appendix B: 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 10 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**