



# Advancement Grant

## GUIDELINES AND INSTRUCTIONS

### ELIGIBILITY

Los Angeles County school districts that are in partnership with the Arts Ed Collective and will be implementing board approved strategic plans for arts education in 2018-19 are eligible to apply.

Interested school districts must submit a funding request via the LA County Arts Commission's online grant portal at [LACountyArts.org/Apply](http://LACountyArts.org/Apply) by **6:00 pm, Wednesday, March 14, 2018**. The Arts Commission strongly recommends submitting the application at least five days prior to the deadline to give ample time to troubleshoot.

These guidelines and other grant resources are available at:  
[lacountyartsedcollective.org/advancement](http://lacountyartsedcollective.org/advancement)

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The Advancement Grant Program is administered by the LA County Arts Commission. Since launching in 2014-15, the program has received generous support from The Herb Alpert Foundation, The Angell Foundation, The Boeing Company, The Sheri and Les Biller Family Foundation, California Community Foundation, Colburn Foundation, The Carl and Roberta Deutsch Foundation, The Eisner Foundation, Music Man Foundation, Rosenthal Family Foundation, The Dwight Stuart Youth Fund, and the LA County Arts Ed Collective's Funders Council.

## HOW DOES THE ARTS ED COLLECTIVE SUPPORT SCHOOL DISTRICTS?

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The Los Angeles County Arts Education Collective is dedicated to making the arts core in K-12 public education by working with school districts and community arts partners to increase the quality, quantity and equity of arts instruction provided in schools.

The Arts Ed Collective offers a continuum of services to school districts to help build sound infrastructure for arts education.

### **Coaching for Strategic Planning**

Coaching is provided to school districts interested in creating or updating strategic plans for arts education. A district arts committee comprised of local stakeholders develops a five year plan for sustaining long-term district-wide arts education. Applications for coaching support during the 2018-19 school year are available at [www.surveymonkey.com/r/ArtsEdPlanning](http://www.surveymonkey.com/r/ArtsEdPlanning).

### **Coaching for District Arts Coordination**

Once the local school board approves the strategic plan, a year of coaching is available to help build the capacity of the arts committee and district staff to coordinate and manage successful implementation of the plan. School districts completing strategic plans in spring 2018 will be offered another year of coaching. School districts with new staff assigned to arts coordination for 2018-19 may also request a coach.

### **Countywide Network**

Ongoing support for arts coordinators and district arts committee members is available through a countywide network of leaders and practioners who convene regularly to learn and collaborate. Events can be found at [www.lacountyartsedcollective.org/events](http://www.lacountyartsedcollective.org/events).

### **District Liaisons**

An Arts Ed Collective staff member serves as a dedicated liaison for each district, connecting colleagues and strategies across the County.

### **Funding for Implementation**

School districts in partnership with the Arts Ed Collective that have school board-adopted strategic plans for arts education are eligible to apply for grant funding. These matching grants help districts initiate or expand strategies that increase and improve arts education in their district.

It is through the combination of support for strategic planning, arts coordinators, district arts committees and purposeful plan implementation that the Arts Ed Collective advances the countywide vision that every public school student in Los Angeles County receives quality K-12 arts instruction.

It is recommended that you contact your district liaison (see page 8) for assistance in considering your entry point for participation in Arts Ed Collective services for 2018-19.

## WHAT IS THE GOAL OF THIS GRANT?

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The Advancement Grant offers financial support to Los Angeles County school districts working to provide quality arts education to all students. The goals of the grant are to:

- assist school districts in achieving key action items in their strategic plans for arts education, and
- generate resources, practices, skills or knowledge that will be sustained beyond the term of the grant.

Program success is measured by the increase in quality, quantity and equitable distribution of arts instruction provided in participating districts.

## WHAT WORK DOES THE GRANT SUPPORT?

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### Eligibility

Los Angeles County school districts that are in partnership with the Arts Ed Collective and will be implementing board approved strategic plans for arts education in 2018-19 are eligible to apply (see page 8). If you are interested in learning more about becoming an Arts Ed Collective district partner, contact [artsedcollective@arts.lacounty.gov](mailto:artsedcollective@arts.lacounty.gov) for additional information.

### Alignment with District Plans

The project outlined in your funding request should demonstrate alignment with existing district plans, such as the district's strategic plan for arts education or Local Control Accountability Plan.

### Eligible Projects

School district strategic plans typically address the components illustrated in this chart. Your district may submit a request for funding to **initiate or expand** activities or services that address one or more of these goals for advancing arts education in your schools.



Key Components of an Arts Education Program  
Source: Insider's Guide to Arts Education Planning

### **Ineligible Project Expenses**

- Staffing expenses that supplant the cost of existing district arts coordinator or teacher positions.
- Services for students that occur outside of the traditional school day.
- Services from artists or arts organizations that are not listed in the Community Arts Educators directory.

*To propose artists or arts organizations not listed in the directory, your arts partner must complete a separate online application by March 28, 2018. Contact the Arts Ed Collective staff at [artsedcollective@arts.lacounty.gov](mailto:artsedcollective@arts.lacounty.gov) to schedule time to discuss this process. Arts partner applications must be reviewed and approved prior to the Advancement Grant panels in April.*

### **HOW WILL THE GRANT FUNDING WORK?**

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All eligible school districts may apply for up to \$25,000 in matching funds to support strategies detailed in the funding request. Determination of awards will be based on the extent to which the application meets the review criteria (see page 6). Final awards may be less than requested amount.

School districts that are approved for funding will enter into a contract with the Los Angeles County Arts Commission, which will govern the delivery of funds. Prior to contracting, all grantees will need to submit an Adjusted Grant Budget and Participation Form and obtain a Los Angeles County Vendor Number.

Based on panel score, some applicants may need to participate in technical assistance to adjust their proposed project design prior to contracting.

The funding period will begin upon final execution of the contract and will run through June 30, 2019. Grantees will be required to adhere to all provisions of the contract, including:

- Matching Funds must be invested in the project at a minimum 1:1 ratio. These funds may come from the district or its funding partners and must be applied toward the project detailed in the application. (In-kind matching funds are not accepted.)
- A project lead must be designated to coordinate, implement and monitor the project.
- Grant funds will be distributed in up to three installments:
  - 25% upon completion of all project planning and participation by the project lead in a dedicated Grantee Convening or a countywide network event
  - 50% following a mid-project check-in and site visit with Arts Ed Collective staff
  - 25% upon completion of the project and submission of a complete final report that includes participation data, final budget, a brief narrative on project outcomes and at least one work sample.

## WHAT IS THE PROGRAM TIMELINE?

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Guidelines and Application Available	January 31, 2018
Applications Workshops	February 23 and March 2, 2018
Funding Request Deadline	March 14, 2018, 6:00 pm
Panel Review	April 2018
Notification of Awards via Email	July 2018
Adjusted Budget and Participation Forms Due Contracts Executed	September 2018
Grant Period	September 2018-June 2019
Grantee Site Visit with Arts Ed Collective Staff	November 2018 - April 2019
Final Report Due	May 15, 2019

## HOW DO WE SUBMIT THE FUNDING REQUEST?

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The Funding Request can be accessed via the LA County Arts Commission's online grant portal at [LACountyArts.org/Apply](http://LACountyArts.org/Apply). All applications will be submitted electronically.

New applicants to the portal must register a user account. Registration will link the user with the school district allowing access to the Advancement Grant funding request. Please review the Application Instructions prior to using the portal at [lacountyartsedcollective.org/advancement](http://lacountyartsedcollective.org/advancement).

Complete applications must be submitted no later than **6:00pm on Wednesday, March 14, 2018**. The Arts Commission strongly recommends submitting the application at least five days prior to the deadline to give ample time to troubleshoot.

Applications submitted late or with section(s) blank will be deemed ineligible and will not be considered for funding.

As a public agency, all information submitted to the Arts Commission in conjunction with a funding request becomes public record at the time the application is submitted.

## **HOW WILL GRANT AWARDS BE DETERMINED?**

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Applications will be reviewed and scored by a peer panel of experienced arts and education professionals. The panel may include district administrators, community arts partners, funders and arts educators.

Each section of the application ties back to one of the review criteria. Applications will be reviewed and scored according to the following:

### **Criterion 1: STRATEGIC DIRECTION (35 points maximum)**

Arts education goal(s) for the upcoming year are described in detail and are included in an active district plan such as the Strategic Plan for Arts Education or the Local Control Accountability Plan. There is a clear and compelling justification of why this is the right time to embark on this aspect of the district's arts education plan, how this project builds upon past successes, and how it moves the district towards providing arts education for all students. It is clear how the project initiates or expands strategies for advancing arts education in the district. The proposed project is clearly aimed at generating resources, practices, skills or knowledge that will be retained beyond the term of the grant. The district has a strong plan for completing the strategy or assuming the full ongoing cost.

### **Criterion 2: QUALITY OF PROJECT PLAN (30 points maximum)**

The project is thoughtfully designed and clearly described. The project plan identifies specific activities that can be realistically accomplished with the designated resources and timeline. The project activities clearly reflect the district goals and strategies. The proposal conveys overall clarity and coherence.

### **Criterion 3: QUALITY OF PROJECT EVALUATION (10 points maximum)**

There is a clear and specific plan to monitor project results. The project has measurable goals and a clear and appropriate evaluation methodology in place that uses qualitative and quantitative data to address the quality, quantity or equitable distribution of arts instruction offered in the school district. The evaluation methodology is appropriate to the anticipated outcomes.

### **Criterion 4: PERSONNEL CAPACITY (15 points maximum)**

Professional staff with strong qualifications are in place to manage and implement the project. District administration has an identified role and there is evidence of support from multiple levels of district leadership. Staff providing instruction or professional development has demonstrated expertise. Community arts partners have been approved for the Community Arts Educators Directory. The roles and responsibilities of the staff, district administration and proposed partners are clearly defined.

### **Criterion 5: FISCAL CAPACITY (10 points maximum)**

Project expenses are clearly described and calculated accurately. Specific activities have been appropriately budgeted. The costs are consistent with equivalent programs or services in the arts education field. A minimum of one to one matching funds are committed and identified.

**TOTAL POSSIBLE POINTS = 100**

## HOW CAN WE LEARN MORE?

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### **Application Workshop**

We are hosting informational workshops for school districts interested in applying. Join us to learn about the 2018-19 guidelines, hear tips for submitting a strong request and have your questions answered by the Arts Ed Collective staff. If you are interested in receiving one-on-one support from your district liaison join us for office hours following the workshop.

### **Advancement Grant Application Workshops**

Friday, February 23, 2018  
Workshop: 9:30 am – noon  
Office Hours: noon – 2pm

Friday, March 2, 2018  
Workshop: 9:30 am – noon  
Office Hours: noon – 2pm

Register: [AdvancementGrant-ApplicationWorkshop.eventbrite.com](https://www.eventbrite.com/e/advancement-grant-application-workshop-tickets-35444444444)

Los Angeles County Arts Commission  
1055 Wilshire Blvd. Suite 800  
Los Angeles, CA 90017

### **Schedule a Meeting at Your District**

Arts Ed Collective staff will come to you. We are happy to schedule a meeting at your district where we can discuss this opportunity. Contact your district liaison listed on the next page.

## Contact Our Staff

Feel free to contact our staff if you have any questions about your district's eligibility or the application process. All school districts are assigned a staff member as a liaison. Listed below each staff member are the school districts that are eligible for this grant.

Gregg Johnson  
Program Manager  
[gjohnson@arts.lacounty.gov](mailto:gjohnson@arts.lacounty.gov)  
213-202-5933

Antelope Valley Union  
Arcadia Unified  
Castaic Union  
Gorman Joint  
Green Dot Public Schools  
Hughes-Elizabeth Lake Union  
iLead Charter Network\*\*  
Keppel Union  
Lancaster  
Los Angeles County Office of Education  
Magnolia Charter Schools  
Monrovia Unified  
Newhall  
Palmdale  
PUC Schools  
Saugus Union  
Sulphur Springs

Megan Kirkpatrick  
Senior Manager  
[mkirkpatrick@arts.lacounty.gov](mailto:mkirkpatrick@arts.lacounty.gov)  
213-202-3949

Alhambra Unified  
Beverly Hills Unified  
Burbank Unified  
Culver City Unified  
Duarte Unified  
El Monte Union  
El Rancho Unified  
Glendale Unified  
Hacienda La Puente Unified  
ICEF Public Schools  
Inglewood Unified  
Las Virgenes Unified  
Pasadena Unified  
Rosemead  
San Marino Unified  
Santa Monica-Malibu Unified  
South Pasadena Unified  
Temple City Unified

Gillian McCarthy  
Program Manager  
[gmccarthy@arts.lacounty.gov](mailto:gmccarthy@arts.lacounty.gov)  
213-202-6953

ABC Unified  
Centinela Valley Union  
Compton Unified  
Downey Unified  
Hawthorne  
Hermosa Beach City  
Lawndale Elementary  
Lennox  
Lynwood Unified  
Manhattan Beach Unified  
Norwalk-La Mirada Unified  
Palos Verdes Peninsula Unified  
Paramount Unified  
Redondo Beach Unified  
Walnut Valley Unified  
Wiseburn Unified

Keelia Postlethwaite  
Program Associate  
[kpostlethwaite@arts.lacounty.gov](mailto:kpostlethwaite@arts.lacounty.gov)  
213-202-5936

Baldwin Park Unified\*\*  
Bassett Unified  
Charter Oak Unified  
Claremont Unified  
Covina-Valley Unified  
East Whittier City  
El Monte City  
Garvey Elementary\*\*  
Little Lake City  
Los Nietos  
Montebello Unified  
Mountain View  
Pomona Unified  
South Whittier  
Valle Lindo  
West Covina Unified  
Whittier City  
Whittier Union

\*\*Contingent upon the submission of a district adopted Strategic Plan for Arts Education by September 30, 2018

## GENERAL INFORMATION AND RESOURCES

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### **Los Angeles County Arts Education Collective**

The Arts Ed Collective, formerly Arts for All, is the Los Angeles County initiative dedicated to making the arts core in K-12 public education. Established in 2002 by the Los Angeles County Board of Supervisors as a partnership between the Los Angeles County Arts Commission and the Los Angeles County Office of Education, the Arts Ed Collective has led the Countywide effort to ensure that all students receive quality arts instruction. The Arts Ed Collective currently collaborates with 65 of 81 LA County school districts, plus four charter school networks, to formulate and implement arts education policies and plans that embed the arts in student learning. [www.lacountyartsedcollective.org](http://www.lacountyartsedcollective.org)

### **Los Angeles County Arts Commission**

The Los Angeles County Arts Commission fosters excellence, diversity, vitality, understanding and accessibility of the arts in Los Angeles County, encompassing 88 municipalities and 137 unincorporated areas, and provides leadership in cultural services. The Arts Commission funds 364 nonprofit arts organizations through a two-year \$9 million grant program, runs the largest arts internship program in the country, coordinates the LA County Arts Education Collective, manages the County's civic art policy, and produces free community programs. [lacountyarts.org](http://lacountyarts.org)

### **Arts Education Funders Council**

The Council is a coalition of arts education funders who share knowledge, develop strategy and provide fiscal oversight of shared investments in arts education in Los Angeles County. As a regional collaborative of public and private funders active since 2004, the Funders Council brings members together to have a collective impact on student learning in and through the arts.

### **Community Arts Educators Directory**

The Directory offers centralized access to quality, K-12 arts education programs that meet the California State Visual and Performing Arts Standards. The directory enables educators to strategically search for professional development and student programs by arts discipline, subject area, grade level, program type, and cultural origin. [www.lacountyartsedcollective.org/models-resources/community-arts-educators](http://www.lacountyartsedcollective.org/models-resources/community-arts-educators)