

# 2022-2023 Arts in Education Grant Guidelines

1. Visual and performing arts teachers in Hernando County Public, Private, & Charter schools may apply for funding. Grant applications must align with the Arts in Education program mission: to encourage, promote, support and showcase the creative process for the benefit of K-12 students in Hernando County. Teachers may apply for either fall or spring projects. Schools are limited to one visual and one performing arts application per year.
2. Arts in Education Grant Applications are now available online at the Hernando County Education Foundation website at [www.hernandoeducationfoundation.org](http://www.hernandoeducationfoundation.org).
3. Funding will be distributed according to HCEF's 2<sup>nd</sup> round funding deadline dates to approved applicants. Applications are due by October 7, 2022.
4. Handwritten applications will not be accepted. Applications must be submitted electronically by email to [brinker\\_t@hcsb.k12.fl.us](mailto:brinker_t@hcsb.k12.fl.us) with the subject line '2022-2023 Classroom Grant Application.' Attach documentation as necessary. Must have your administrator electronically sign & submit applications.
5. Mid-Year Reporting and End of Year Project Evaluations are **required** for this program. Mid-Year Reports are due on January 5, 2023, and End of Year Reports are due on April 28, 2023. **Failure to submit either report will result in full reimbursement of all funds and disqualify you from future funding requests.**
6. Applications require community and/or business sector partnership that are directly related to the activities or engaged in the project. Partnership Agreement Statement(s) must be included with each application. Any exceptions must be approved by the Executive Director at HCEF.
7. **EXPENSES:** Grant funds must be used for approved project expenses only. No expenditures can be reimbursed without documentation (receipt or invoice) and must be submitted no later than the published date for fall events and the published date for spring events.

***Allowable expenditures for Classroom Grant include project-related equipment/ supplies, student admissions, travel expenses (such as school bus transportation), professional development (including appropriate training/conferences), and professional services (including workshops and seminars with resident artists). Non-Allowable expenditures for classroom grants include advertising, operating expenses, capital improvements, infrastructure, one-on-one entertainment or entertainment of dignitaries, political/religious advocacy, food or beverages. NO UNAPPROVED PROJECT EXPENSES, ADMINISTRATIVE CHARGES, OR INDIRECT CHARGES MAY BE APPLIED TO THIS GRANT.***

8. All technology related grant applications must be accompanied by an approved Hernando County School Board Mobile Device Purchase Request form.
9. All printed materials associated with the grant must include the Hernando County Fine Arts Council logo with the phrase: ***Sponsored in part by the Hernando County Fine Arts Council.***
10. All projects must be concluded by April 2023 & must include pictures, news clips, social media postings, or any other supporting media releases.

**Ask for help! The HCFAC and HCEF are glad to guide you through the application process.**

# Tips for Preparing an Arts in Education Grant Application

1. Applications should have a compelling project title & description of a specific and significant need and show originality and innovation in the classroom. When addressing NEED: Include a description of student need(s), characteristics, or requirements and convey why there is a compelling need.
2. Applications should have clear objectives that spell out what specific results or student outcomes are to be accomplished and how they are to be measured. Include goals and objectives that directly relate to the identified need(s); and include objectives that are realistic, measurable and time bound.
3. Project activities should support achievement of project goals and be engaging to students. Project activities should strongly encourage students to learn or apply information/skills in meaningful, real-world ways. Project activities should be relevant, innovative, and/or unique and include many hands-on, experience-based, collaborative learning opportunities.
4. Timeline has a logical sequence, reflects a well-thought-out implementation plan, and seems “doable” within the project period.
5. Projects should be easily replicated with little or minor adjustments to implementation of the project itself.
6. The evaluation plan should be clearly described. Specify how data and/or documentation related to each of the following components will be collected, used, and reported, ensuring a high degree of accountability: use of project funds, implementation of project activities, impact of project activities, the extent to which the identified student need(s) was addressed by the end of the project.
7. Costs should be within the funding guidelines. All items purchased must align to the project activities described in the application. The budget request should be reasonable and appropriate given the needs of the students and the potential impact of the project. Any changes to the original budget request must be approved prior to spending the rewarded funds.
8. Good summaries describe what kids and teachers will do. Create a real-life scenario for the reader. Try to paint a picture with words. The reader must clearly make sense of what you intend to do.
9. Business Partner’s Role should be more than financial. It is great to show how their expertise or assistance will be utilized in relation to the project itself. Please specify if business partner(s) roles are hands-on or indirect.
10. Avoid jargon, acronyms, and do not overwrite. Make it easy for the reviewers to read your entire proposal. A committee comprised of Arts Council members will review your application, and they may not be familiar with educational terms such as “ESOL” and “differentiated instruction.” Briefly explain educational terminology. Also, remember that grant readers review many grant applications, so be thrifty with your words, but do not sacrifice important points to achieve brevity.
11. **Be sure to READ all instructions. Proofread and spell-check your application. Get some honest feedback on your proposal before you submit it. Ask one or two people to critically review the proposal. Use their feedback to strengthen your final application. Once an application has been submitted, no edits or revisions will be accepted.**
12. Apply for other grants! In addition to the Arts in Education grant, HCEF distributes classroom grants and project grants during three different cycles throughout the school year. Find them on the HCEF website at - [hernandoeducationfoundation.org/grants-funding-deadlines](http://hernandoeducationfoundation.org/grants-funding-deadlines)

## ***HCFAC Arts in Education Grant Application 2022-2023***

<b>Project Title:</b>			
<b>Priority Focus Areas</b> (Check all that apply)	<input type="checkbox"/> Visual Arts	<input type="checkbox"/> Art Event / Field Trip	
	<input type="checkbox"/> Performing Arts	<input type="checkbox"/> Professional Development	
<b>Project Period</b> (What is the start date and end date of your project?)			
<b>Requested Amount (\$)</b>		<b>Grades Addressed</b>	
<b>Number of Low Performing Students Involved</b>		<b>Total Number of Students Involved</b>	
<b>Number of people exposed to the arts as a result of this project</b>			
<b>School Name and Address</b>			
<b>Teacher(s)</b>			
<b>Lead Contact Name &amp; E-Mail</b>			
<b>Lead Contact Name &amp; Phone Number(s)</b>			

## Grant Commitment Pledge

I give the Hernando County Education Foundation and the Hernando County Fine Arts Council the right to use this proposal and the results of this project, if funded, for public information purposes, or to help other educators.

Yes  No

Does this project support the School Boards Strategic Plan?

Yes  No

Does this project relate to our School Improvement Plan or Florida Standards?

Yes  No

\_\_\_\_\_ My initials verify my understanding that when I transfer or retire, the Hernando County Arts Council has the right to make decisions regarding the equipment purchased and/or continuation with grant monies.

\_\_\_\_\_ My initials verify my understanding that accountability is critical to the success and further funding of the grant program, without exception, Mid-Year Progress Reports and Year End Grant Evaluations are due to the HCEF office through deadline dates according to Funding Deadlines. **I further understand failure to submit these reports will result in my school or department being responsible for returning all funds to the HCEF and possibly be excluded from further grant consideration from the foundation.**

\_\_\_\_\_ My initials verify my understanding that grant recipients **must submit receipts for all purchases to their school or departments bookkeeper and HCEF.** The bookkeeper & lead applicant are responsible for scanning electronic copies of the receipts these are to be submitted with the End of Year Report. I further understand that any and all unused funds must be returned by check payable to the HCEF along with completed End of Year Submission Form.

\_\_\_\_\_  
Signature of Lead Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Bookkeeper or Director of Finance

\_\_\_\_\_  
Date

(It is my understanding that our school is responsible to ensure grant recipients submit all required documentation concerning their grant in a timely manner.)

\_\_\_\_\_  
Signature of Principal or Department Supervisor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name of Principal or Department Supervisor

\_\_\_\_\_  
Date

Project Title	# of Teachers Served	Total # of Students served
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**Project Abstract: (100 words or less)**  
Summarize the CORE of your project, including expected outcome. Please note this synopsis will be viewable for other members to peruse.

**Narrative Project Summary (Not to exceed one page):**  
What do you plan to do? What is the purpose? Is it needed? Why do you think this is important?

**Activities:**

What is the culminating activity for this project?

**Timeline:**

Provide a brief estimated timeline for the implementation of this project. Include expected dates of project launch, project end, evaluation, & implementation.

**Project Objectives:**

What is your primary goal for this project? How does your project encourage, promote, support and/or showcase the creative arts in Hernando County?

**Evaluation Plan:**

How will you measure your project's success? Your project must include an Evaluation Component to measure academic gains. Evaluation tool(s) should provide both quantitative & qualitative data. Explain what tools you will use to provide both kinds of data. The inclusion of baseline data, expected outcomes, and the reporting of measurable results for all sub-grants awarded is required and will include tangible & intangible evidence of objectives.

(Specify how data and/or documentation related to each of the following components will be collected, used, and reported, ensuring a high degree of accountability: use of project funds, implementation of project activities, impact of project activities, the extent to which the identified student need(s) was addressed by the end of the project.)

**Budget Detail:** Budget Items must align to the project activities described in the application. What are you purchasing? Make sure all items are relevant to the grant. What activity does this item support? Please List applicable estimated expenses by category.

CATEGORY	Item Description(s)	Quantity	Item Cost
Salaries*			
Professional Contracted Workers*			
Classroom Materials			
Travel			
Program Supplies			
Computer Software***			
Computer Hardware***			
Other Equipment			
Printing*			
Tuition/Training/Conferences**			
Admission Fees			
Room Rental Fees			
Other Please Specify			
Telephone Service*			
Postage*			
*Only if directly related to program implementation **Other expenditures must be approved by the foundation before submitted (including out of state travels). ***TIS approval required			<b>Total Requested from the HCFAC</b>

Have you received any other funds to support this project? If so, how much and from who?

Name of Funding Source	Category & Description or Purpose	Dollars Received
<b>Total of other funds received \$</b>		
<b>Total cost of Project \$</b>		

_____ Bookkeeper's Signature	_____ Date
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If only partial funding is approved, how will you be able to fund the balance?

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### HCEF Classroom Grant Community Partnership Agreement

**Please Note:** You may have more than one partner. However, you must have individual signed agreements from all. School employees cannot be listed as community partners. A Community Partnership agreement may be verified via call or email.

**Please describe how your community partner is relevant to and will be involved in the project:**

I/We \_\_\_\_\_ agree to partner with  
(Name of community partner)

\_\_\_\_\_ for completion of project titled  
(School)

\_\_\_\_\_, during the 2022-2023 School year.  
(Project)

The extent of my participation is described above.

\_\_\_\_\_  
Community Partner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Contact Phone #