



**Mission:** VSA Kentucky is a nonprofit organization dedicated to providing inclusive arts and education programs for children, youth, and adults with disabilities, in addition to, professional development for artists and teachers in schools and communities statewide.

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## VSA Kentucky

# Arts Inclusion Application Guidelines and Checklist

### *Postmark Deadline, October 20*

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The VSA Kentucky Arts Inclusion Award Program is VSAKY's largest program, serving schools in every Congressional District in the Commonwealth and is designed to help schools provide experiential learning through the arts for children with and without disabilities in an inclusionary setting. With VSAKY Arts Inclusion Award Projects, the student becomes the artist, an actual participant, in any of the areas of the arts including dramatic arts, creative movement/dance, literary arts, music, visual arts, film, photography, etc. Your project may focus on one arts discipline/area or integrate more than one.

*Arts Inclusion funds cannot be used for performances, assemblies, or equipment. All artist contact/instruction with students must be hands-on or experiential and interface with classroom curriculum and Kentucky Academic Standards (KAS).*

A core group of students must receive a minimum of FIVE experiential instructional hours with the teaching artist.

**Note: Under federal regulations, these funds may not be used for the purchase of equipment. It is recommended but not mandatory to include other sources of financial support for a proposed project. Teacher salaries may not be used as in-kind or supplemented in the Arts Inclusion Awards program unless contact time is after the conclusion of the school day.**

### CHECKLIST FOR REQUIRED DOCUMENTATION

Before mailing your application form please review it carefully to make sure you have fully completed all sections of the application. **Failure to do so could jeopardize review of your application materials.** Be sure to include the following:

- \_\_\_\_\_ 1. **Completed application, all sections A,B,C,D,E, and F.**
- \_\_\_\_\_ 2. Make sure you have all required signatures on signature pages (Parts II and III) and each page is scanned w/signatures to be email WITH this application (Part I)
- \_\_\_\_\_ 3. Section B: Make sure all totals entered in this section are accurate and double check math.
- \_\_\_\_\_ 4. Section D: **If you will be using an artist for your project, the scanned artist signature page (Part II) must accompany your application when submitted. Make sure you have listed each artist, the contact hour information and number of sessions, and the hourly fee for each artist. You (Site Coordinator) must fill out and complete Section D and the Signature Page (Part II) yourself. Artists are not to fill out this page for you. This page is your school's contract with the artist.** Include all support materials such as artistic and educational resumes for artists not listed on the VSAKY Roster.
- \_\_\_\_\_ 5. Section F: **Please make sure that your figures on your budget match the figures in Section B. Please double-check your math. Please itemize when noted on the budget page.**

# Guidelines and Descriptors for the VSAKY Arts Inclusion Application

## Parts I, II, and III

The Arts Inclusion Application is now in three parts:

Part I: The application content, Sections A, B, C, D, E and F

Part II: The Artist Signature Page: Signed and scanned. This is the schools contract with the artist

Part III: The Site Coordinator and Principal Signature Page: Signed and scanned. This is required to show that all parties are aware of the proposed project as it appears in the application.

ALL completed Parts I, II, and III must be mailed at the same time.

**\*Keep copies of all of the above since this documents your project.**

## VSA/U.S. Dept. of Education Objectives

1. Increase social/communication skills of the participants, primarily children with disabilities.
2. Increase cognitive skills, primarily children with disabilities.
3. Increase artistic skills of the participants, primarily children with disabilities.

## Kentucky Academic Standards

**KAs need to be addressed in your application narrative interfacing with reading, language arts, or math core content. See section C of the Application.**

**A core group of students must receive a minimum of five experiential instructional hours with the teaching artist.**

## Personnel

**Artistic:** Payments to artists for fees charged for services that are specifically related to the project. Artists are paid for direct contact hours with students. Up to two hours total of this project can be included for initial observation by the artist of the classroom culture and one hour of face-to-face planning *WITH* teacher(s). No resumes are needed for artists on our VSA Kentucky Teaching Roster. Go to: [www.vsartsy.org](http://www.vsartsy.org) to see approved Roster Artists. If the artist is not a VSAKY Roster Artist, a resume including educational and artistic background and *instructional experience with children with disabilities is required with application*. A background or police check from the Dept. of Courts is also required for artists not on the approved VSAKY Artist Roster (*background check must be included with application if not using a VSAKY Roster teaching artist*).

**Technical/Consultant:** Payments to persons for fees specifically identified with the project. This includes technical, lighting, sound, video and film technicians, etc. VSAKY funds *may not* be used to pay for this item, however, matching funds from another source may be used.

## Materials/Supplies

Include any materials and supplies to be purchased with funds that are specifically related to the project and are “consumables.” Examples of materials that can be purchased with VSAKY

(funds are props, costumes, art supplies, blank CDs or DVDs, etc. (Equipment such as video cameras, computers, stages, sound systems, musical instruments, etc. **may not** be purchased with these funds.) Also refreshments may not be purchased with VSA Kentucky Arts Inclusion funds.

### **Marketing/Promotion**

Include all costs for marketing, publicity and promotion specifically identified with the project. Include costs of newspaper, radio, and television advertising, printing and mailing of invitations, brochures, flyers, posters, photography, etc.

### **Travel**

Travel of .45 per mile can be paid to artists traveling beyond 50 miles one way to your site. A *total* per diem of \$70 (motel & food) is allowed for artists who will have to stay overnight because of a very long distances. **It is important to include a breakdown of individual travel expenses on your budget page.** For instance, if the artist travels 350 miles round trip, you would indicate: 350 miles @.45 per mile= \$157.60.

### **In-kind**

In-kind refers to the value of any service, fee, supplies or other items used for the project that are **donated** to the project. Only items for which no money is paid can be categorized as in-kind. Supplies already on hand at the school qualify for in-kind if they are being used for the project. The use of a performance space when the normal rental fee is not charged to the school can be used as in-kind, as another example.

### **Cash Match**

Money received for the project outside of the VSAKY award should be classified as cash match on the first page and the budget page of the application. This might include funds provided by the school, PTA/PTO, individuals, community businesses or agencies. Supplies, fees or services purchased (other than with VSAK funds) should be included in the cash match category. Cash matches are not required.

### **Final Report**

If your school's project is approved for funding, a final report form is required to be filed within 10 days of the completion of your project, so it is necessary to keep all receipts, invoices, documentation, evaluation instruments and results, and promotional materials from your project for that report.

### **For any questions concerning the Guidelines or the Arts Inclusion Program:**

Delaire Rowe, 270-904-7019, [programs@vsartsky.org](mailto:programs@vsartsky.org)

***Please be sure to keep a copy of this application for your records for reference. Also please give your Principal a copy for his/her records, as well. VSAKY will not be able to send you a copy of your application after you apply. Thanks!***



# Arts Inclusion Program Application, Part I

**Application Deadline: Postmark deadlines no later than Oct. 20.**

**Mail a complete (See Guidelines) application (Parts I, II and III) to:**

**VSA Kentucky Arts Inclusion Program**

**P.O. Box 3320**

**Bowling Green, KY 42102**

**Scans of the completed application can be emailed to: [programs@vsartsky.org](mailto:programs@vsartsky.org)**

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For any questions, contact Delaire Rowe, 270-904-7019.

<b>SECTION A</b>	<b>Applicant Information</b>
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Please use this form as it appears here. Fill in all answers electronically.

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School Name \_\_\_\_\_

County \_\_\_\_\_ Congressional District# (1-6) \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Name of Site Coordinator \_\_\_\_\_ E-mail \_\_\_\_\_

\*Site Coordinator Home Phone ( ) \_\_\_\_\_ Home E-mail \_\_\_\_\_

Name of Principal \_\_\_\_\_ Principal's Email \_\_\_\_\_

Date \_\_\_\_\_

Principal and Site Coordinator must sign Signature Page (Part III), scan and include in the same mailing or e-mail as this application to [programs@vsartsky.org](mailto:programs@vsartsky.org).

**SECTION B. Funding Request Information**

1. Title of Project or Activity \_\_\_\_\_

2. Provide a one-sentence description of the proposed project or activity  
\_\_\_\_\_  
\_\_\_\_\_

3. Proposed date(s) of project: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
**Projects scheduled prior to January 15 or after May 1 will not be considered.**

4. Number of students who will directly participate in this project \_\_\_\_\_

5. Number of students with disabilities to be directly participating in this project \_\_\_\_\_

6. Projected number of students who will indirectly benefit from this project \_\_\_\_\_

7. Total number of teaching artists participating in this project \_\_\_\_\_

8. Amount requested (must be \$1300) **\$1300**  
(If approved, money will not be disbursed until after we receive your signed funding agreement.)

9. \*Amount of cash match (cash match is strongly encouraged (but not required), and **does not** have to be dollar for dollar with amount requested). (Must itemize source(s) and amount).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Total \_\_\_\_\_

10. \*Amount of in-kind by applicant  
(Itemize source and amount)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Total \_\_\_\_\_

**\*See descriptors on budget page (Section F) for cash and in-kind explanation.**

11. **Total Budget for this project:**  
(Add lines 8, 9, and 10) \$ \_\_\_\_\_

12. Did your school apply for the Arts Inclusion Program last year? Yes \_\_\_\_\_ No \_\_\_\_\_

13. If so, did you receive funds? Yes \_\_\_\_\_ No \_\_\_\_\_

**SECTION C. Project Narrative**

1. Describe the project and **specifically** how it will be implemented. Include the following:  
**A)** Arts discipline (music, dance, visual, film, drama, etc.) and the **specific** activities that will be used. Include how this project will be experiential for ALL students.

**A core group of students must receive a minimum of five experiential instructional hours with the teaching artist.**

**B)** Which VSA?US Department of Education Objectives and KAS will be addressed in this project? (See Descriptors page for list of Objectives.) Explain how this project will interface with specific Kentucky Academic Standards for Arts and Humanities (list them) and your curriculum, including reading and/or math.

Example: Reading Standards for Literature: Grade 1

7. Use illustrations and details in a story to describe its character, setting, or events.

How will the students benefit?

**C)** Be specific on how inclusion will be accomplished i.e. list adaptive strategies for special needs students (in accordance with IEPs and 504 plans) in this project. It is very important to be specific about inclusion for the success of this application.

PLEASE USE SPACE PROVIDED ON THIS PAGE. ONE ADDITIONAL PAGE MAY BE ADDED IF NECESSARY (See the blank pages at the end of this application for more space). USE 10 POINT SIZE OR LARGER. In your narrative below, please label sections A, B, and C.

**SECTION D. Artistic Personnel**

Contact with the artist must be made prior to submitting this application in order to secure the artist's agreement for the project and time formats.

Name of School \_\_\_\_\_

1. Name of all artists being used for implementation of this project who will be paid with VSA Kentucky funds.

2. Provide a schedule of the number of **direct contact hours** that artist (s) will be working with students. **Please note that VSAKY funds may not be used to pay for individual artist(s) planning time or for conducting professional development sessions**, however, up to two hours (total for this project) can be used for the artist observing the classroom culture, and one hour (total for this project) for face-to-face planning WITH the teacher(s).

- A) Total number (for entire project) of hands-on artist **sessions** with students \_\_\_\_\_
- B) Length of each session (30 min., 45 min., 60 min.) \_\_\_\_\_
- C) Beginning and ending dates \_\_\_\_\_

3. If a VSAKY Roster artist \* is **not** used, you **must** attach the following for review:

- A) Resume that includes *artistic* and *educational* background.
- B) Resume that *demonstrates instructional work with special needs children.*
- C) Copy of recent police or background check from the Dept. of Courts  
(Information from A & B may be included on one resume)

4. Fee being paid artist: (Fees range from \$35-\$45 for non roster artists and \$50-\$65 for VSAKY Roster Artists per direct, hands-on, contact hour with students). **Funds will not be provided to pay for performances, assemblies or equipment. All artist contact with students must be hands-on arts experiences (These funds cannot be used for artist lecture nor intended to replace arts and humanities instruction.)**

Calculation of Artist Fees:

- A) Total Contact Hours \_\_\_\_\_ @ \_\_\_\_\_ per hour = **Artist Fee \$** \_\_\_\_\_
- B) Hours, if any, for artist observation of classroom culture (up to two) and/or face-to-face planning meeting w/teacher (up to one) \_\_\_\_\_ @ \_\_\_\_\_ per hour. (See item #2 above for explanation.) **TOTAL ARTIST FEE** \_\_\_\_\_

\*\*Signature of Artist is required on Part II (see Artist Signature Page) and must be included with this application.

\*Resumes are *not* required for those artists whose names appear on the VSAKY Artist Roster.

**\*\* IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED FOR FUNDING, THE ARTIST SIGNATURE PAGE (PART II) MUST BE SIGNED BY THE ARTIST, scanned and included in the same e-mail with your application. PLEASE BE SURE TO FACTOR IN ENOUGH TIME TO ACCOMPLISH THIS.**

***This page (as well as, Part II, the ARTIST SIGNATURE PAGE) must be filled out by the Site Coordinator (not the artist), and then PART II signed by the artist.***

***PART II is your school's contract with the artist. Please ask the artist retain a copy of this completed page for their records.***

<b>SECTION E.</b>
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<b>Project Evaluation</b>
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### **Program Outcomes and Indicators**

In regard to U.S. Dept. of Education Objectives, KAS and curriculum that you addressed in Section C, how will evaluation data be collected and analyzed?

*Measurable data will need to be included in your final report at the end of your project.* Please check **two** or more below:

\_\_\_\_\_ Interviews will be recorded and evaluated for these themes and trends.

\_\_\_\_\_ Participant (student) program journals are gathered and evaluated for the establishment of benchmarks in order to gauge student progress.

\_\_\_\_\_ Participant (student) program portfolios are gathered and evaluated for the establishment of benchmarks in order to gauge student progress.

\_\_\_\_\_ \*Post-event audience surveys will be administered to receive general participation information.

\_\_\_\_\_ \*Pre and post-tests will be administered, and information will be gathered to measure student progress with respect to program-related skill development.

\_\_\_\_\_ Teaching artist activity logs are collected and evaluated with respect to teaching artists' observation of student growth, skill development, or other stated goals.

\_\_\_\_\_ Video and photo documentation will be gathered, viewed, and evaluated for themes and trends.

***\*Written evaluation or survey data will need to be collected, aggregated and reported on on your final report form at the conclusion of your project. Also you will need to include one example of each of the evaluation instrument (s) used.***

\_\_\_\_\_ Other (Please describe)



**SECTION F.**

**Proposed Budget**

	Cash Match (See Section A-1)	*VSAKY Funds (See Section A-2)	In-Kind (See Section A-3)
<b>PERSONNEL</b>			
*Artist(s) - Itemize			
_____			
_____			
_____	\$ _____	\$ _____	\$ _____
Technical/Consultant			
_____	\$ _____	XXXXXXXXXXXX	\$ _____
<b>MATERIALS SUPPLIES</b>			
Props, costumes, art supplies (Itemize)			
_____			
_____			
_____			
_____	\$ _____	\$ _____	\$ _____
<b>MARKETING/ PROMOTION</b>			
(Itemize)			
_____			
_____	\$ _____	\$ _____	\$ _____
<b>OTHER</b>			
_____	\$ _____	\$ _____	\$ _____
<b>TRAVEL***</b>			
Mileage _____	\$ _____	\$ _____	\$ _____
Per Diem _____	\$ _____	\$ _____	\$ _____
<b>TOTALS</b>			
\$ _____	\$ _____ (A-1)	\$ <b>1,300</b> (A-2)	\$ _____ (A-3)
<b>Total Project Costs</b>	(Sum of A-1, A-2, and A-3)		\$ _____

\*See Section D for artist fees.

\*\*Funds will not be provided to pay for performances, assemblies, lecture or equipment. Artist contact with students must be hands-on experiences doing the art form.

\*\*\* Travel: .45 per mile can be paid to artists traveling beyond 50 miles one way distance to your site. A total per diem of \$70 (motel and food) is allowed for artists who will have to stay overnight because of distance.

***Please be sure to keep a copy of this application for your records for reference. Also please give your Principal a copy for his/her records, as well. VSAKY will not be able to send you a copy of your application after you apply. Thanks!***