

Help for Schools Formulating a Proposal to the Artists and Education Project Grant Program

A jury of community artists and educators are recruited to assess grant proposals and make funding recommendations to the AFA. Use this tip sheet in conjunction with on-line published program guidelines to ensure that your school and application can be fairly evaluated by the jury.

Application Requirements:

- Follow program guidelines *Criteria* in **section 2** and *Requirements* in **section 4** in detail. If you do not submit a well crafted proposal with appropriate support materials you may fail to convince the jury of the merit of your application. Incomplete applications will not be accepted.
- Put yourself in the place of the jury, three individuals that know nothing about your school, community, or planned artist residency. What does the jury need to know?

School Profile (4.2.a): (max.1 page)

- What is the school's history, educational philosophy or direction and current educational programs and extra-curricular activities? Introduce the student body, the community and its' involvement with the school. Provide pertinent information that allows the jury insight and understanding of your school's circumstances and how an artist-in-residence will benefit students, teachers and the community.

Describing Planned Arts Activities (4.b):

To help your application stand out and compete as effectively as possible, consider the following:

- Be careful not to rely solely on information provided by the artist. Artist residency information is an important component, but should not be used as a substitute for a fully developed proposal. The artist may be providing their exact same information to other schools. Jurors notice identical sounding proposals and may be left with the impression the school did not make sufficient effort in formulating the proposal.
- Demonstrate how the residency ties into the school's overall direction. How will residency activities compliment the direction articulated in the school's self-described profile? Why does the school want this particular residency?
- Schools should provide a detailed description and schedule demonstrating how the proposed residency will involve and benefit students. Describe exactly what arts activities students will actively engage in and how this activity links to curriculum. A description of the creative process is important. How will the residency allow students to explore, discover and realize solutions to creative challenges? Describe professional development opportunities for teachers.
- Where there is a low number of student participants (relative to school population) provide the jury with a strong rationale for the residency (i.e. the maximum instructor/student ratio capacity for that particular arts discipline, school budget).

Important:

- Check spelling, number pages, avoid use of legal size paper and use 12 point font.
- Have someone relatively unfamiliar with the project critique proposal for clarity, concision and accuracy.
- Ensure application package contains all checklist items. **Double check!**