

REQUEST FOR PROPOSAL

Visual and Performing Arts MINI GRANT

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| **DEADLINE**  **4:00 PM (ET)**  March 27, 2020 | **ISSUED BY**  Kentucky Department of Education  Office of Standards, Assessment and Accountability |
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| **ADDRESS QUESTIONS TO**  Jason Kendall  Kentucky Department of Education  [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov)  **Questions Deadline:**  **March 6, 2020 4:00 PM (ET)** | **SUBMIT APPLICATIONS TO**  Jason Kendall  Kentucky Department of Education  [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov)  Only electronic applications accepted  No hard copies |

**SPECIAL INSTRUCTIONS:**

* Eligibility is limited to Kentucky public school districts and state schools.
* **Districts** submit the application and will apply on behalf of one school containing elementary grades (e.g., selected teachers, grade levels).
* Grant recipients must agree to promote instruction in the arts.
* Grant recipients will share their implementation plan.
* KDE reserves the right to waive minor technical deficiencies.

**Solicitation Schedule**

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| **Date** | **Event** | **Location** | **Participation** |
| February 21, 2020 | RFA released | Online | N/A |
| March 3, 2020 | Technical assistance webinar | Online | Attending or watching this recorded TA session is recommended |
| March 6, 2020 | Questions deadline | Email | N/A |
| March 27, 2020 | Proposal deadline | Send to KDE | **Required** |
| April 13-14, 2020 | Proposal peer review | Frankfort | N/A |
| On or around June 1, 2020 | Awardees are posted to KDE website | Online | N/A |
| TBD | MOA process (KDE & LEA) | N/A | Districts |
| TBD | District plans reviewed | N/A | N/A |
| June 15, 2020 | Funding available to LEA | N/A | Districts |

**Background**

Per [KRS 158.7992](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=3597) , the Kentucky Department of Education (KDE) shall establish a program that promotes the integration of the arts in schools containing elementary grades. A school shall submit an application through the district superintendent, with the agreement of the school council or of the principal, if a council does not exist. The department shall award a grant to at least one (1) school per region based on the quality of the application in meeting the criteria established in subsection (2) of this section. Special consideration shall be given, but not limited to, a school that does not have an existing comprehensive arts program.

According to [KRS 158.7992](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=3597) , a comprehensive arts program may include, but is not limited to, the following components: (a) Instruction in each of the four (4) disciplines of dance, drama, music, and the visual arts that includes the core content skills and knowledge taught in a sequential manner [[*Kentucky Academic Standards for Visual and Performing Arts*](https://education.ky.gov/curriculum/standards/kyacadstand/Documents/Kentucky_Academic_Standards_Arts_and_Humanities.pdf)]and includes all students in the elementary school; (c) Integration of arts instruction across the curriculum; (d) Coordination of the programs by teachers with appropriate arts certification; (e) Professional development for teachers and administrators designed to facilitate the effective teaching of arts; (f) An effective monitoring and evaluation system that includes student performance assessment; (g) Partnerships with parents, local cultural agencies, individual artists, and who work in collaboration with classroom teachers; (h) Support from the local school board, the school council, and teachers; and (i) Student attendance at one (1) or more live performance or visual art exhibition each school year.

The Visual and Performing Arts Mini Grant includes funding to one school containing elementary grades per district in their promotion and implementation of a standards-aligned integrated arts program. Per KRS 158:6451, Section 1, schools shall develop their students’ ability to: ““Express their creative talents and interests in visual arts, music, dance, and dramatic arts”. The visual and performing arts instructional program at the elementary level should explore art forms including, but not limited to, dance, drama, music, and the visual arts. Instructional emphasis at the elementary level should expose students to a variety of arts through active experiences. This exploration includes arts literacy development, simple analysis and critique of the arts, and active sharing of their work with others. Students should be making connections between the arts and their own personal experiences, along with connections to how the arts convey meaning and reflect human experience. Students should demonstrate confidence in applying the arts to communicate meaning through their choices in the use of arts elements and principles.

**Funding**

The KDE has approximately $277,600 available for this grant competition. The total award amount for each mini grant will be a one-time $7,500 award, allowing for an estimated 37 awards.

**Key Terms and Definitions**

*Integration of the arts:* An approach to teaching and learning through which the *KAS for Visual and Performing Arts* are taught and assessed equitably in and through the arts. Students have regular, ongoing opportunities to create by conceiving and developing new artistic ideas, perform/produce/present by realizing artistic ideas and working through interpretation and presentation, respond by understanding and evaluating how the arts convey meaning, and connect by relating artistic ideas and work with personal meaning and external context.

*Professional Development:* targeted and specific learning for educators that focuses on content and pedagogy, occurs collaboratively, is facilitated by educators, focuses on continuous improvement and is on-going.

Performance assessment: A student performance assessment should require students to engage in the demonstration of the acquisition of knowledge based on the *KAS for Visual and Performing Arts.* Each artistic discipline has a set of performance standards. These standards illustrate what each of the Anchor Standards might look like as students engage in the Artistic Processes within an artistic discipline. Performance standards are written for pre-kindergarten through eighth grade as grade level standards. All Performance Standards align to the eleven overarching Anchor Standards. The performance standards may be used for effective monitoring and evaluation.

*Horizon Goal:* For this grant, a horizon goal is a strategic, overall goal that defines an outcome at the end of a one (1) year period once the 30-60-90 Day plan is implemented. It is the vision for the plan.

*Scalability*: The capacity of a district to increase the number and effectiveness of the initial plan to impact an increasing broader number of educators and students.

*Sustainability*: The ability of a district to continue the work initiated by the grant beyond the funding period.

*Instructional emphasis:* Provides details about the how the application and integration of the visual and performing arts instructional program at the elementary level explores art forms including, but not limited to, dance, drama, music, and the visual arts. Instructional emphasis at the elementary level should expose students to a variety of arts through active experiences. This exploration includes arts literacy development, simple analysis and critique of the arts, and active sharing of their work with others.

*Instructional impact:* The expected levels of achievement as a result of the teaching, learning and implementation of standards-aligned arts instruction in the identified school. Students should be making connections between the arts and their own personal experiences, along with connections to how the arts convey meaning and reflect human experience. Students should demonstrate confidence in applying the arts to communicate meaning through their choices in the use of arts elements and principles.

*Program supplantation:* Using grant funds to replace funding already set aside for a program currently in place.

*Program supplementing:* Funds may enhance a program depending on connection to grant goals and objectives, alignment with academic standards and if services and activities provided by the program address the academic needs of students identified to be served in the application.

**Requirements for Funded Districts**

The Visual and Performing Arts Mini Grant offers an opportunity for one school containing elementary grades to fund the promotion and implementation of a standards-aligned integrated arts program.

It is required that:

* Schools create a standards-aligned integrated arts program based on a needs assessment and be approved by KDE. Plans must include:
* a horizon goal that establishes the vision for the program;
* a clear path for scalability and sustainability for a one-year period; and
* a budget summary that outlines expected expenditures that support this plan.
* Signatures must be obtained from the superintendent and principals who will be overseeing and participating in grant-funded initiatives as well as a superintendent-signed assurance of commitment.

**Allowable Use of Funds**

Allowable use of funds for expenses specific to the district’s KDE-approved plan developed for this grant.

* Travel and costs associated with student attendance at one or more live performance or visual art exhibition each school year
* Instructional resources that enhance and complement standards-aligned instruction
* Travel for professional learning, planning, other related expenses
* Conference registration
* Professional Learning materials such as books for book studies
* Teacher stipends
* Furniture that enhances and supports the exploration and study of the art forms (i.e., ballet barres, easels, etc.)
* Substitute teachers needed to allow release time for teacher planning, professional learning, and/or teacher attendance at a live performance or visual art exhibition
* Program supplementation

**Unallowable Use of Funds**

Visual and Performing Arts Mini Grant has a singular focus on professional learning to impact teacher growth and student achievement. This professional learning is collaborative, standards-focused and on-going. While the grant allows for purchases that enhance classroom instruction through teacher learning, it does not allow for the following:

* Equipment purchases such as smartboards, computers, printers, tablets
* Salaries
* Furniture that does not enhance or support the exploration and study of the art forms
* Incentive items such as T-shirts
* Food
* Program supplantation

**Allocation of Funds**

Funds will be allocated to districts who will then distribute and apply them according to their KDE-approved 30-60-90 plan. Funds will be distributed to the designated one school containing elementary grades within the plan.

**Proposal Components**

The following must be included in each application:

1. The application cover page which includes identifying information for the district
   1. Region
   2. District name
   3. District address
   4. School name
   5. School address
   6. Superintendent name and email address
   7. Principal name and email address
   8. Point of Contact name and email address
   9. Superintendent’s notarized signature
2. Completion of the 30-60-90 Day plan. Applicants will complete 30-60-90 Day plan, which includes two (2) response questions. The plan and all responses should not exceed six (6) pages (the budget summary is not included in the six pages).
3. Budget summary that includes MUNIS codes and detailed descriptions of budget items that clearly indicate each expenditure and is directly connected to the promotion and implementation of a standards-aligned integrated arts program.

**Formatting Requirements**

The responses within the 30-60-90 Day plan should be Calibri 11-point font with 1.0 spacing.

**Technical Assistance**

To assist applicants in preparing a quality proposal, the KDE will offer a technical assistance session for the purpose of application preparation. A live broadcast will be held **March 3, 2020** and applicants are encouraged to participate as this will be the only opportunity for oral questions. The session will be recorded and made available on KDE’s website. **The link to the technical assistance is** [KAS Technical Assistance](https://zoom.us/j/804594229).

**Submission of Written Questions**

**The KDE will only accept written questions via email through 12:00 Noon (ET) on March 6, 2020.** All questions should be submitted to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov)

**Submission of Proposal**

Application must be received in the KDERFP email inbox no later than **4:00 p.m. ET, March 27, 2020**. Applications received after this time and date stamp will not be reviewed or considered for award.

Applicants are responsible for contacting the KDE (at kderfp@education.ky.gov confirming the receipt of their applications. Upon request, the KDE will confirm the receipt of the email and attachments (if any). Please note the KDE does not open attachments to check for accuracy.

1. Scan the completed application in its entirety, including all signatures, to PDF format. Save the original application as **VPAMINIGRANT\_20\_DistrictName** (For example, Franklin County would save the original application as VPAMINIGRANT\_20\_Franklin County.)
2. Scan a blind copy to submit with your application. **The bind copy must not contain any identifying information** (i.e., district name, school name, county, individual names, etc.) Save the blinded application as **VPAMINIGRANT\_20\_DistrictNameBLIND** (For example, VPAMINIGRANT\_20\_FranklinBLIND)
3. To submit applications:

* On the subject line of the email, type **VPAMINIGRANT/name of district**.
* Email to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov).
* **The date/time on the received email must be on or before 4:00 p.m. ET, March 27, 2020.**
* Keep in mind, email coming into KDE is routed for security purposes through multiple networks and servers. Allow ample time for this and the possibility that email is not always sent or received on the first try.
* Applications not received by the deadline will not be reviewed or considered for award.

**Award Notification**

Districts will receive preliminary notice of award on or around **June 1, 2020.**

**Evaluation of Proposals**

The Visual and Performing Arts Mini Grant competition is subject to an independent peer-review process, conducted through the KDE Grants Branch. Persons with a background in education and the arts will evaluate the proposals using specified evaluation criteria. Based on the scores of these peer reviewers, proposals will be ranked and awarded as funding allows. KDE reserves the right to consider geographic and demographic factors in the selection of funded proposals.

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| **Criteria for Response** | **Maximum Points** |
| **Response Question 1 (30-60-90 Day Plan - attached template): What are your needs for promoting and implementing an integrated visual and performing arts program?**   * Describe current efforts to promote a comprehensive arts program for the school identified. * Explain the needs of students, teachers and/or administrators in the teaching, learning and implementation of standards-aligned arts instruction in the identified school. | **20 pts** |
| **What is your plan for using the grant to assist in the promotion and implementation of a standards-aligned integrated visual and performing arts program? Complete the 30-60-90 Day Plan Template to address the following bullets:**   * Name the targeted participants for this plan (e.g., students, arts teachers, grade-level teachers, principal, etc.) and why they were chosen. * Include a horizon goal using the 30-60-90 Day plan that states the one (1) year goal for implementation. * Write a 90 day goal that is measurable. * In the 30-60-90 Day Plan template, break down the 90 Day Goal into 30 day increments by naming and detailing the following:   + Completing the statements of success criteria that say, “In the first \_\_\_ days, we will know we are successful when”   + Listing the measures/evidence that will be used to monitor success   + Naming the action strategies which include:     - Who is on point for that strategy?     - When it will be completed?     - How it will be communicated?   + Naming the actions that will be taken if the goal is not successful * Be specific in details in the 30-60-90 Day Plan template as to how the funds will ultimately support student exploration of and learning in the art forms including, but not limited to, dance, drama, music, and the visual arts, including the instructional emphasis and impact. | **50 pts** |
| **Response Requirement 3: Within the 30-60-90 Day Plan template in the last box, describe how the work will grow or scale within the year of implementation.**   * Describe the plan for scaling the work throughout the year. Explain how the school will know the impact on students, teachers and/or administrators on the three (3), six (6) and twelve (12) month timeline. * Include discussion of how the teaching, learning and implementation of standards-aligned arts instruction in the identified school will continue beyond year one. | **20 pts** |
| **Special consideration shall be given to a school that does not have an existing comprehensive arts program.** | **5 pts** |

**Appendix of Forms**

* Application Cover Page
* Principal Signature page
* District Budget Summary (attachment)
* 30-60-90 Planning Template (attachment)

**Application Cover Page**

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| **Region** |  | |
| **District Name:** |  | |
| **District Address:** |  | |
| **School Name:** |  | |
| **School Address:** |  | |
| **Superintendent:** |  | Phone:  Email: |
| **Principal:** |  | Phone:  Email: |
| **District Grant Point of Contact:** |  | Phone:  Email: |

I assure the attached application contains accurate information. I understand grant applications with incorrect or falsified information will not be considered for review or will be revoked once awarded. I assure the application has been reviewed and approved for implementation by all shareholders and the district and school will comply with all requirements, both technical and programmatic, pertaining to the grant. Failure to continuously meet compliance requirements and deadlines could result in partial or complete loss of funding of grant and may impact future funding.

**Does the school listed on this application have a comprehensive arts program for ALL students?**

**Yes  No**

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Superintendent Date

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Notary Date

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Notary commission expiration date

**Principal Signature Page**

I/We confirm by the signature(s) below that the attached proposal was reviewed and approved for implementation by the school principal. I/We agree to the requirements listed in the Visual and Performing Arts Mini Grant RFA and will comply with the assurances applicable to this grant.

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| **School** | **Principal Signature** | **Date** |
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