



Rhode Island State Council on the Arts
<http://www.arts.ri.gov>
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RISCA PROJECT GRANTS FOR EDUCATION APPLICATION QUESTIONS

NOTE: This is an application guide only. Organizations and artists seeking PGE support will apply online at <http://www.arts.ri.gov/org-apply>.

Individual artists seeking PGE support MUST contact Dan Kahn, Arts in Education Program Assistant, at (401) 222-1146 or daniel.kahn@arts.ri.gov to discuss your project before applying.

All other potential applicants are also highly encouraged to speak with RISCA staff ahead of submitting an application.

Applicant Eligibility - Organizations

Is your organization incorporated in the State of Rhode Island?

All organizations that apply to RISCA for funds must be incorporated in and conduct business in the State of Rhode Island, with 501(c)(3) tax exempt status from the Internal Revenue Service or a 501(c)3 designated fiscal sponsor, registered with the Rhode Island Secretary of State's office, governed by a revolving board of directors, trustees or advisory board drawn from the community at large and shown to be actively involved in the governance of the organization.

- Yes
- No

Are you a tax-exempt organization?

Your organization must be tax-exempt or have a tax-exempt fiscal sponsor to be eligible for a Project Grant in Education.

If a grant is awarded to a fiscal sponsor, it is understood that the sponsor organization is financially, administratively and programmatically responsible for all conditions of the grant. The sponsor is also responsible for signing the contract, achieving compliance, and ensuring the submission of final report forms.

- Yes
- No, but we have a tax-exempt fiscal sponsor for our project
- No

Are you one of the following types of entities?

- A public school, or a college or university with tax-exempt status
- A tax-exempt school (Catholic or independent)

- A State-run school
- An arts, cultural, or community-based organization that demonstrates a commitment to using arts education effectively and as an integral part of its programming
- A unit of local or municipal government, such as a school district

You must answer "yes" to be eligible for a Project Grant in Education.

- Yes
- No

Can your proposed project be described by any of the following?

- Bricks and mortar activities, capital improvements, or the purchase of permanent equipment
- Eliminating/reducing existing debt, or contributions to an endowment fund
- Fundraising efforts, such as social events or benefits
- Prizes and awards
- Hospitality expenses, such as food and beverages for openings or receptions
- Expenses incurred or activities occurring prior to July 1, 2014 or after June 30, 2015
- Regranting or awarding funds to another person or entity
- Activities which are part of a graduate or undergraduate degree program, or for which academic credit is received
- Applications for projects that proselytize or promote religious activities, or which take place as part of a religious service
- Performances and exhibitions not available to the general public, or which are inaccessible to people with disabilities

The answer to this question must be "no" in order to be eligible for a Project Grant in Education.

- Yes
- No

Applicant Eligibility - Individuals

Are you a US Citizen or Green Card holder and a resident of the state of Rhode Island?

You must be a citizen or a permanent legal resident of the United States and a current, legal resident of the State of Rhode Island in order to apply for support from the Rhode Island State Council on the Arts. You must have established legal residence in Rhode Island for a minimum of twelve consecutive months prior to the date of application.

Rhode Island State Law (§ 44-30-5) defines a "resident" as someone "who is domiciled in this state" or "who is not domiciled in this state but maintains a permanent place of abode in this state and is in this state for an aggregate of more than one hundred eighty-three (183) days of the taxable year."

- Yes
- No

Are you at least 18 years of age?

Applicants must be at least eighteen years of age.

Yes

No

Are you a student in an arts degree program?

Students attending high school or students pursuing undergraduate or graduate degrees in an arts discipline or an arts-related subject area at the time of application are not eligible to apply.

Yes

No

Overview Questions

Project Name*

Enter a one to five word title for your Education Project.

Project Summary*

Please summarize your project in 300 characters or less. NOTE: This summary will be the description of your project on all public records. Please use a third person description, such as: "ABC School will host a collaboration on... with roster artist.... This project for ... graders would be connected to ... curriculum through teacher.... meeting in classes on ... for ... days/weeks, with a closing exhibit/performance."

[300 characters]

Amount Requested*

Amount Requested

Applicant Status*

Please designate the legal status of your organization.

Applicant Institution*

Choose from the codes to describe your specific type of organization.

For definitions of these fields, see [this guide](#) to the National Standard data fields.

Applicant Discipline*

Select the primary numeric code that best describes your main art form or that of your organization. Use of supplemental letters (e.g. 01A or 01B) is encouraged, but optional.

For definitions of these fields, see [this guide](#) to the National Standard data fields.

Project Discipline*

Choose the primary arts discipline of this project. Use of subdisciplines (01A for Ballet instead of 01 for Dance) is encouraged.

For definitions of these fields, see [this guide](#) to the National Standard data fields.

Type of Activity*

Select the code that best describes the activities of your project.

For definitions of these fields, see [this guide](#) to the National Standard data fields.

Grantee Race*

If you are an individual artist, select any combination (ctrl+click) of the below that apply. If you are applying as an organization, use the list below to code your organization based on the predominant group of which your staff, board, or membership (not audience) is composed. Choose the ONE code that best represents 50 percent or more of your staff, board, or membership:

- A Asian
- B Black/African American
- H Hispanic/Latino
- N American Indian/Alaska Native
- P Native Hawaiian/Pacific Islander
- W White
- 99 No single race

Project Race*

If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the grant or activity is not designated to represent or reach any one particular group, choose code 99.

- A Asian
- B Black/African American
- H Hispanic/Latino
- N American Indian/Alaska Native
- P Native Hawaiian/Pacific Islander
- W White
- 99 No single race

Arts Education*

Use this field to describe the arts education component of your project, according to the following definition: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes.

NOTE: This field pertains to percentage of students participating in organized educational programming, not simply the number of youth participating in the project.

Individuals Benefiting*

Enter the TOTAL anticipated number of individuals who will be directly involved in the project as artists, non-artist project participants, or audience members between the grant period start and end dates.

Children/Youth Benefiting*

Enter the total number of children and youth (including people under 18 years old, students, participants, and audience members) you anticipate will benefit directly from the project. This figure should be a portion of the total number reported in the "Individuals Benefiting" field.

Artists Participating*

Enter the total number of artists directly involved in providing art or artistic services specifically identified with the project. Include living artists whose work is represented, regardless of whether the work was provided by the artist or an institution.

Congressional District of applicant*

District of the United States House of Representative in which your business address is located (this must be a street address and NOT a post office box). In Rhode Island it is either District 001 or District 002. Please enter leading 00.

To find your Congressional district go to <http://www.sos.ri.gov/vic>

Rhode Island House district of applicant*

The Rhode Island House of Representatives district in which your business address is located (this must be a street address and NOT a post office box).

This is a number from 1 through 75 and can be found by entering your address information at <http://www.sos.ri.gov/vic>

Rhode Island Senate district of applicant*

District of the Rhode Island Senate in which your business address is located (this must be a street address and NOT a post office box).

This is a number from 1 through 33 and can be found by entering your address information at <http://www.sos.ri.gov/vic>

Applicant Legal Name*

This is the name that should appear on legal documents such as tax forms, licenses, grant checks, and other official documents. If you are using an umbrella organization or fiscal sponsor, please enter the legal name of that organization here.

DUNS number

If you are applying as an organization, enter your nine-digit DUNS number here. If using a fiscal sponsor, provide this information for the sponsor organization.

If you do not have a DUNS number, visit [Dun & Bradstreet](#) for information and a link to register online for a DUNS number. DUNS Number assignment is free for all businesses. Organizational applicants MUST furnish a DUNS number.

Mission Statement

For organizational applicants: please provide your mission statement and principal vision of your organization in 2-3 sentences.

[500 characters]

Project Coordinator**Name and Title*****Project Coordinator Phone*****Project Coordinator Fax or Other Phone****Project Coordinator Email*****Project Site**

Will the project take place at an address other than the primary address listed by the applicant?*

Yes

No

If yes, please list the site(s) of the project*

List the site location(s) of the proposed project activities. [500 characters]

Are your sites fully accessible?*

If your facilities do not comply fully with the [Americans with Disabilities Act \(ADA\)](#), your project may not be eligible for RISCA funding.

Yes

No

If your answer is no, how will you provide reasonable accommodation for all learners?

[1000 characters]

Participating Artists and Organizations

Participating Artists and Organizations*

List the names of any artists and/or cultural organizations involved in this project.
[1500 characters]

Are these artists or cultural organizations on the RISCA Education Roster?*

To go to the RISCA Education Roster click [here](#).

Yes

No

Non-Roster Artists

If the artists or cultural organizations above are not on the RISCA Education Roster, please list their names and upload work samples in the support materials section of the application.
[1000 characters]

Other Project Partners

List any other project partners.
[1500 characters]

Project Description

Please note that if you need more space than is provided to answer questions in this section you may create a PDF document with complete answers and attach it in the Supporting Documents section below.

Detailed project description*

Describe your proposed education project. What are the respective roles of the participants?
[3500 characters]

Student Learning*

How will this project broaden and deepen student learning?

- Describe connections to curriculum and/or [arts GSEs](#)
- How does this project engage diverse learners?

[3500 characters]

Project Start Date*

What date would RISCA funded activities begin?

Please note: For applications submitted to the April 1 deadline, activities may start no earlier than July 1, 2014 (note that funding decisions will not be made until mid to late June); for applications submitted to the October 1 deadline, activities may start no earlier than January 1, 2015.

Project End Date*

What date would RISCA funded activities end? (This date can be no later than June 30, 2015.)

Timeline*

Provide a detailed timeline of the project from planning through completion. Remember that all RISCA funds must be used within the official grant period (July-June for April applications; January-June for October applications)

[3000 characters]

Desired Outcomes*

Describe your desired outcomes for the project. How will you document, assess and evaluate these goals for learners? How will you measure the success of the project?

[2500 characters]

Past Experience*

Provide a brief description of any past experience you have had which may contribute to the success of the project. If you are a repeat applicant, how will this phase of the project differ from/build upon earlier programs and use prior evaluation results?

[1000 characters]

Project Budget

Below, you will be asked to provide information on specific budget expenses and sources of income. You will also be asked to upload a total project budget as an attachment, using the appropriate budget template for [organizations](#) or for [individual artists](#). If you have questions about providing accurate budget information, please contact Dan Kahn at 401-222-1146.

Expenses that RISCA does not fund*

Council support may NOT be used for:

- Capital expenses such as building improvements or the purchase of permanent equipment
- Eliminating or reducing existing debt
- Fundraising efforts, such as social events or benefits
- Hospitality expenses, such as food and beverages
- Expenses incurred prior to or after the grant cycle in which a grant has been awarded
- Applications where the purpose is to “regrant” or award funds using some or all of the RISCA grant funds
- Prizes and awards
- Activities that are part of a graduate or undergraduate degree program, or for which academic credit is received
- Projects that proselytize or promote religious activities, or which take place as part of a religious service



I understand that I cannot use RISCA funds for the items and activities listed above

TOTAL project expenses:*

Total amount of projected cash expenses (grants, donations, earned revenue, etc) for the proposed project. Do not include in-kind. This amount must match the amount of expenses noted in your project budget form.

Numerals only. Please no decimals, commas, or dollar signs.

TOTAL project income:*

Total amount of projected cash income (grants, donations, earned revenue, etc) for the proposed project. Do not include in-kind. This amount must match the amount of income noted in your project budget.

Numerals only. Please no decimals, commas, or dollar signs.

TOTAL Value of In-Kind*

Please enter the cash value of all in-kind contributions to your project. These may include pro-rated salaries for participating staff, donated materials, volunteer hours, etc. Up to 25% of the required total project match can be in-kind.

Project Budget Upload*

Follow the link to the appropriate PGE budget template for [organizations](#) or for [individual artists](#). Once the form is completed, save in either Excel or PDF format and then click below to upload and attach the Project Budget to your application.

Be specific about hourly or daily rates. The numbers in your attached budget must match the numbers you entered above. **Your income must equal your expenses.**

[2 MB(s) allowed]

Supporting Documents Upload

Work samples and support materials are an extremely important part of the Education Grant Panel review process. Samples of work completed within the past three (3) years by the artists and/or cultural organizations featured in the proposed project should be presented in a professional manner and uploaded to this application.

Other suggested support materials for your project include:

- Brochures, postcards, catalogs and other mailings
- Select press and publicity
- Sample publications
- Letters of support, particularly from educators involved in the project, which describe connections between arts activities and learning goals/curriculum

You are not required to upload material in all seven boxes, though a variety of materials is encouraged in order to illustrate the strengths of your project to the review panel.

In the text box provided for each item, please list the title, year of completion, duration, medium, dimensions, etc. where applicable. Please limit audio and video clips to no more than 2 minutes. (If a sample is longer than two minutes, please indicate start and end times for the clip you would like the panel to review.)

PLEASE NOTE: The online system can accommodate images, text documents, video, and audio in most formats, however *there is a 25 MB limit for ALL support materials combined.* We recommend that video be uploaded to a site such as Vimeo or Youtube, and links provided in an

uploaded Word or PDF document. Links to artist websites can also be submitted in the text box in the online application.

If you do not have a PDF converter, this online application system has a Fax to File function (left side bar) that allows you to fax document pages to a designated fax number that will convert them into a PDF. This PDF can be saved to your computer and then must be uploaded to your application. Free PDF conversions are also available online.

If you have trouble uploading media online you may email media files to daniel.kahn@arts.ri.gov or DVDs and CDs can be sent to the RISCA offices by the deadline date. Send discs to Dan Kahn, RISCA, One Capitol Hill, 3rd Floor, Providence, RI 02908.

All support materials not uploaded to the online system must arrive at the RISCA offices by the deadline date.

Supporting Documents 1-6

[1000 characters]

[2 MB(s) allowed]

Supporting Document 7

[100 characters]

[5 MB(s) allowed]

Links to websites

Please list each website on a separate line. If a passcode is required to access a site, please provide that information below the link.

[250 characters]

If you are using a fiscal sponsor for your application, please submit your fiscal sponsor letter.

Upload a letter on official letterhead from the sponsor organization, stating their agreement to act as sponsor for the grant. For a link to a template with sample text, [click here](#).

[1 MB(s) allowed]

Supporting Documents List

Supporting Documents List*

Please attach a numbered list of all support materials that you are submitting with your application. Please include all letters of support, images, discs or media files, resumes of participating artists, website links, etc.

[2 MB(s) allowed]

Assurances

The applicant agrees to abide by all the General Terms and Conditions and Assurances as outlined at <http://www.arts.ri.gov/legal>, and has reviewed this information prior to submitting this application. By submitting your application you are agreeing to abide by all of these federal and state terms and conditions if you receive support from RISCA. The applicant understands that all grant applications are considered on a competitive basis. No applicant is guaranteed funding at any level, even if all basic criteria have been met. Prior funding does not guarantee support in current or future years. The applicant understands that all RISCA grant award programs are

contingent upon the availability of funds from the General Assembly of the State of Rhode Island and the National Endowment for the Arts, a federal agency.

The applicant will assure that it and any organization assisted by it will comply with Titles I - IV of the Americans with Disabilities Act of 1990 (PL 101-336), as amended, Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., PL 88-352) as amended, Sections 503 & 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Equal Employment Opportunity Act of 1972 (PL 92-261), Rhode Island Executive Order #19, 1977, and where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), to the end that no person in the United States shall, on the grounds of race, color, religion, sex, age, national origin, handicap, or sexual orientation, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the applicant received financial assistance from the Council.

It is understood by the applicant and the Rhode Island State Council on the Arts (RISCA) that RISCA reserves the right to use any text, photographs, audio, or video submitted as part of this application for limited non-commercial educational or promotional use in publications or other media produced, used or contracted by RISCA including, but not limited to: brochures, invitations, newsletters, postcards, websites, etc.

The applicant will certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of their knowledge, and that the applicant is an eligible organization as specified in the guidelines. The applicant will certify that the filing of this application has been authorized by the governing body of this applicant, and the person submitting this application has been duly authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application.

By placing a checkmark in this box I/we agree to all of the above:*

I/we agree to the above Assurances