

Artists in the Classroom grants are disbursed by ArtStarts in Schools and funded by [BC Arts Council and the Government of British Columbia's Creative Futures program](#)



## 2017-18 Grant Application Guidelines

Artists, Teachers, Principals and PAC Representatives can apply for Artists in the Classroom (AIC) Grants to bring professional artists into the classrooms. Through AIC, artists and educators collaborate to expand the role of arts in education and activate learning for young people across BC. AIC Grants support projects in schools across BC that demonstrate artistic excellence, strong curricular connections, high levels of student engagement and an active partnership between educators and professional artists.

### Goals

- Increase opportunities for young people to engage in hands-on arts experiences with professional artists to facilitate deeper learning.
- Increase opportunities for professional artists to further develop their artistic excellence and practice.
- Increase opportunities for educators to integrate arts into their classrooms to inspire creativity and innovation.

### Eligibility

In order to be considered for funding, projects and applications must meet the following criteria:

#### Projects must:

- Engage a BC-based professional artist, preferably local to the community (*see definition of professional artist below*);
- Take place during school hours with K-12 students enrolled at standard public or independent schools;
- Be planned for the future and cannot have been completed prior to application;
- Not be receiving funding from BC Arts Council or other ArtStarts sources for the same project.

#### Definition of Professional Artist

A professional artist is defined as someone who:

- has specialized training in the artistic field (not necessarily in academic institutions);
- is recognized as a professional by his or her peers (artists working in the same artistic tradition);
- is committed to devoting more time to artistic activity, if possible financially; and
- has a history of public presentation publication.

(Definition from Canada Council for the Arts)

#### Applications must:

- Be submitted by an artist, teacher, principal or PAC representative;
- Use the application form for the current intake 'aic-application-oct2017.doc';
- Be submitted by email as a Microsoft Word attachment (.doc or .docx, NOT .pdf or .pages);

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- Include an artist CV showing that they meet the definition of professional artist (not required if the artist is listed in the ArtStarts Artists in the Classroom Directory: [artstarts.com/aicd](http://artstarts.com/aicd) or Artists on Tour Directory: [artstarts.com/aotd](http://artstarts.com/aotd));
- Be complete.

ArtStarts staff will review all applications for eligibility. Applications not meeting the above eligibility criteria will not be brought forward to the jury for assessment.

## Assessment

Grants are adjudicated on a merit basis by a provincial jury made up of educators and professional artists.

The jury will consider each application against the following four criteria:

<b>Artistic Quality (40%)</b>	<b>Student Engagement (30%)</b>
This criterion encourages applicants to describe the artistic process and artistic outcomes of the project.	This criterion encourages applicants to demonstrate evidence of how students are directly involved throughout the project.
<p><b>Jurors may consider the following points:</b></p> <ul style="list-style-type: none"> <li>• Process and concept the project</li> <li>• Creativity of project</li> <li>• Demonstrated innovation or risk-taking</li> </ul>	<p><b>Jurors may consider the following points:</b></p> <ul style="list-style-type: none"> <li>• Level of hands-on contact time</li> <li>• Student input throughout creative process</li> <li>• Opportunities to communicate ideas, insights and point of view</li> <li>• Opportunities to collaborate with peers and broader community</li> </ul>
<b>Curricular Connections (20%)</b>	<b>Project Scope (10%)</b>
This criterion encourages applicants to identify opportunities for curricular connections and the ways in which they will be explored through the project.	This criterion relates to the level of clarity and detail used to describe the project and its overall feasibility.
<p><b>Jurors may consider the following points:</b></p> <ul style="list-style-type: none"> <li>• Identified curricular opportunities</li> <li>• Relevancy and depth of learning</li> <li>• Rationale for chosen curriculum topics</li> <li>• What life the project may have after completion</li> </ul>	<p><b>Jurors may consider the following points:</b></p> <ul style="list-style-type: none"> <li>• Clear articulation and focus of the project</li> <li>• Feasibility of budget and proposed timeframe</li> <li>• Defined roles and expectations of artist and educator</li> <li>• Evidence of community support (e.g. PAC, community organizations, school district, etc.)</li> </ul>

*Please note: The above list is intended only to serve as examples of how an application might demonstrate the four criteria, and is not a comprehensive checklist.*

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## Awards

AIC grants can fund up to 70% of total project costs. The remaining 30% of costs must be covered by other sources secured by the school including contributions from the school district, school, PAC, private sponsors and individual donations.

Grants are available of

- up to \$3,500 for small scale projects
- up to \$10,000 for large scale projects
  - Large scale projects are projects that may unfold over an extended period of time, involve multiple artists or engage the entire school.
  - A limited number of large scale grants are awarded per intake.
  - Large scale grant recipients will be required to document their project and provide regular updates throughout the process of their project; specifics will be provided at the time of the Grant Agreement.

Funding cheques will be made out to the school listed on the application, even when an artist or PAC representative is the applicant. The school is responsible for administering the funds (including contracting with the artists and paying for supplies), maintaining the funding split between grant (70%) and other contribution (30%) and reporting on the financials.

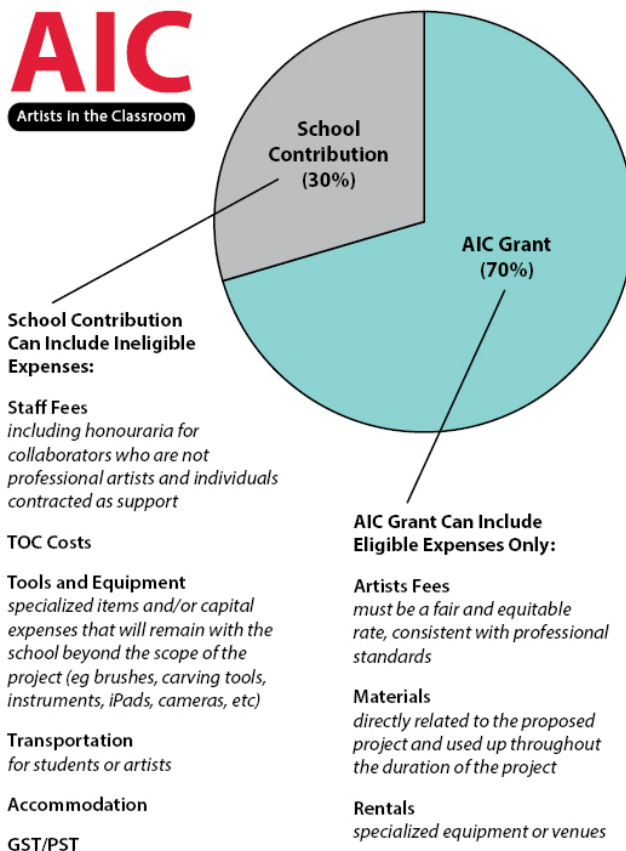
## Budget

All applicants are required to submit a detailed and balanced budget that includes a clear breakdown of all expenses and revenues associated with the project.

- Projects should aim to employ artists at industry standard rates. Visit the Canadian Artists Representation Copyright Collective (CARCC) [website](#) to see their recommendations for professional artist fees.
- Budgets must only include expenses directly related to the proposed project.
- Budgets must show a clear breakdown of the proposed artist fees and material costs involved.  
*For example: Stella in-class 6 weeks x 2 half day (under 4 hours) x \$304 = \$3,648*  
*4 boxes of clay x \$40 + 10 bottles of glaze x \$28 = \$440*

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The following chart illustrates the breakdown of eligible and ineligible expenses:



## How to Apply

- Download the most current application form 'aic-application-oct2017.doc' online: [artstarts.com/aic](http://artstarts.com/aic)
- There are three distinct sections on the application:
  - Application Information
    - Fill this section out while referring to the Eligibility Criteria section of the Grant Guidelines.
    - Ensure that your application fits within the Eligibility Criteria.
    - Ensure all required supplementary materials (e.g. Artist CV) are submitted with your application.
  - Project Summary and Short-Answer Questions
    - Fill this section out while referring to the Assessment Criteria section of the Grant Guidelines.
    - Consider how you are demonstrating that your project fulfills these assessment criteria.
  - Budget
    - Fill this section out while referring to the Budget section of the Grant Guidelines
    - Ensure you are providing a clear, detailed and balanced budget.
- Submit your typed application as a Word Document attachment by email to [aic@artstarts.com](mailto:aic@artstarts.com)

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## Applicant Notification

Applications will be processed within 2-3 months of submission. The applicant will receive a notification letter indicating whether the application was successful or not. Successful applicants will be sent a Grant Agreement form: this agreement requests a finalized budget and timeline and must be completed, signed and returned to ArtStarts before funds are released to the school.

## Reporting Requirements

Successful applicants must submit a final report and at least one image 30 days after project completion and **no later than June 30, 2018**. Applicants must complete a financial report as part of the final report showing that the grants funds were fully spent and other contributions were at least 30% of project expenses.

Timely reporting is necessary in order for the grant recipient to remain in good standing with ArtStarts in Schools. If an organization and/or applicant does not submit a Final Report by the noted deadline, it will become ineligible for future AIC funding.

Large-scale grant recipients will be required to provide regular updates and documentation throughout the process of their project; specifics will be provided at the time of the Grant Agreement.

## Still have questions or need inspiration?

A list of Frequently Asked Questions can be found at [artstarts.com/aic](http://artstarts.com/aic) detailing general information, information for schools, information for artists, budget and eligibility requirements, application and adjudication and receiving funding.

You can also find examples of successful AIC projects. Read stories about some AIC projects on the [blog](#). Or browse our [catalogue of projects funded by AIC](#).

For more information, please contact **Emily Beam**, Grants Manager  
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