

AIC

Artists in the Classroom

2020-21 COVID Relief Intake Grant Application Guidelines

Updated June 2020

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, professional artists, and Knowledge Keepers. Artists in the Classroom grants are disbursed by ArtStarts in Schools through a partnership agreement with BC Arts Council and funded by the Province of British Columbia.

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.

COVID-19 Changes – COVID Relief Intake

After the COVID-19 Pandemic was declared in March, we cancelled the usual May intake and moved the fall intake to September 29th. As we all learned more about what the next school year might look like, we've heard from artists and teachers that they need funding certainty to start projects in September. In response, we are launching a COVID Relief AIC Intake with some different parameters to allow for projects that start in September, October, or November to move forward with confirmed funding.

Applications for the COVID Relief Intake are due Tuesday, July 7th 2020.

Projects must start between September-November 2020 and be planned to take place via distance in some way. Projects may end any time during the 2020-21 school year. We are changing this so that we can adjudicate a smaller number of applications and get decisions back to applicants in August before the school year starts. The COVID Relief Intake will disburse \$100,000 to projects with a maximum grant amount of \$5,000. Thank you for your patience with us as we navigate changing needs and priorities! We know this has been a rocky year for everyone; we are hopeful that this grant will help you get the funding you need to continue bringing arts-integrated learning to schools!

New Application Form

We have updated all of our systems at ArtStarts. We are pleased to share that we have a new application form for AIC for 2020-21! The form is entirely online and can be edited by multiple collaborators. The form also calculates grant amounts for you and streamlines the granting process. The structure and eligibility of the grant is the same, we are only updating how you apply to improve efficiency. See the How to Apply section for more details or visit our website to see the form guide.

Eligibility

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

Projects must:

- Engage BC-based professional artist(s), preferably local to the community (*see definition of professional artist below*);
- Take place during school hours with Kindergarten to Grade 12 students enrolled at a standard public, First Nations, or accredited independent school in BC.
- **COVID Relief Intake:** All projects must be planned for socially distant project delivery following school and government guidelines.
- **COVID Relief Intake: All projects must** be planned to start between September-November 2020 and end any time in the 2020-21 School Year. 2020-21 School Year. Projects must not be receiving funding from BC Arts Council or other ArtStarts sources for the same project.

Definition of Professional Artist (from Canada Council for the Arts)

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 or publication.

Further to the above definition, Indigenous Elders, Traditional Knowledge Keepers and other artists with Indigenous or other culturally traditional arts practices usually fall under the definition of professional artists. If you have questions about whether the artist(s) meet the definition, please contact ArtStarts. Please ensure that your budget accounts for the professional calibre of their work.

Applications must:

- Be submitted by an artist, teacher, principal or PAC representative;
- Use the [online application form](#) for the current intake. **Applications submitted by email, fax, or mail will NOT be considered;**
- Follow provincial health and safety guidelines throughout the project. See budget for more details;
- Include any artists' CVs, showing that they are based in BC and meet the definition of professional artist (not required if the artist is listed in the ArtStarts Artists in the Classroom Directory: artstarts.com/aicd or Artists on Tour Directory: 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.

There is no limit on the number of applications an artist or school can submit. If you are submitting more than one application, please be sure to customize each project to the unique student group involved. If you have a project that was delayed due to COVID, you are able to apply for another project for the 2020-21 School Year. If you apply to the COVID Relief Intake you may also apply to the regular AIC Intake – applications are due September 29, 2020.

Project Examples

Projects can range in artistic discipline, location within BC, small to large scale, one week to full school year, and one classroom to the whole school. You can find a catalogue of projects funded by AIC here: <http://artstarts.com/aicprojects>.

Examples of projects/activities that do not qualify:

- [Stand-alone school performances by artists](#)
- Workshops teaching art fundamentals that are covered under school curriculum
- [Professional development workshops for educators with no student involvement](#)
- Commissioned artwork for the purposes of beautifying school property instead of engaging students and connecting to curriculum

Awards

AIC COVID Relief grants can fund up to 70% of total project costs. The remaining 30% of costs must be covered by other sources including contributions from the school district, school, PAC, private sponsors and individual donations. For the 2020-21 school year, schools in the First Nations Schools Association can apply for up to 100% coverage of eligible expenses.

Grants are available of up to **\$5,000** for all projects

The grant amount is assessed based on the total project budget. To receive a grant for \$5,000 you would need a total project budget of at least \$7,143 and at least \$5,000 eligible expenses. FNSA Schools can apply for up to 100% coverage of eligible expenses up to the grant funding cap.

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 community contribution (30%) (unless school is part of the FNSA and has applied for and received 100% coverage of eligible expenses) and reporting on the financials.

If you have a project that starts September-November and has a bigger budget than a \$5,000 grant will cover you may apply again for the regular intake in September with the same project idea to receive more funds. You can receive two grants for the 2020-21 School year for the same project. The relief intake is meant to ensure projects can start with confirmed funding in September. The amounts are smaller to ensure that the jurors have enough time to read through all of the applications and make decisions in a timely manner.

Assessment

Grants are assessed on a merit basis by a peer adjudication committee (jury) made up of educators and professional artists from across BC. The jury will consider each application against the following four criteria.

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

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| Artistic Quality (40%) | Student Engagement (30%) |
| 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>Jurors may consider the following points:</p> <ul style="list-style-type: none"> • Clarity, depth, and quality of process and concept of project • Creativity of project • Demonstrated innovation or risk-taking • Evidence of appropriate, contextualized use of cultural or community themes used in the artistic process • Reciprocal relationships established with experts from the community when learning about culturally-specific contexts | <p>Jurors may consider the following points:</p> <ul style="list-style-type: none"> • Level of hands-on contact time* • Consideration of cultural safety issues • Student input throughout creative process • Opportunities to communicate ideas, insights and point of view • Opportunities to collaborate with peers and broader community |
| Curricular Connections (20%) | Project Scope (10%) |
| 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>Jurors may consider the following points:</p> <ul style="list-style-type: none"> • Identified curricular opportunities • Relevancy and depth of learning • Rationale for chosen curriculum topics • How the project connects with the overall themes or big ideas in the classroom or school | <p>Jurors may consider the following points:</p> <ul style="list-style-type: none"> • Clear articulation and focus of the project • Feasibility of budget and proposed timeframe • Fair compensation for artists, knowledge keepers and elders • Defined roles and expectations of artist and educator • Evidence of community support (e.g. PAC, community organizations, school district, etc.) • Projects MUST be planned to take place via distance following school and government guidelines |

*During COVID-19 we understand that “hands-on” looks differently than past projects. Hands-on should refer to time that artists spend with young people, whether that is over video, in person but far apart, or other opportunities for mentorship between the artists and students.

Considering Cultural Context

All applicants should consider the issues around cultural appropriation if using the cultural forms, aesthetics or iconography of cultural communities removed from their social, political and cultural roots. Cultural appropriation can also occur when there is insufficient credit given to the sources of artistic and cultural work. Cultural appropriation can cause harm to Indigenous and diverse communities through misrepresentation and stereotyping. It diminishes access and reduces the opportunity for artists from Indigenous and diverse cultural communities to tell their own stories.

If working with Indigenous peoples, communities, culture or intellectual property (including but not limited to stories, songs, dance, designs, art, traditional knowledge or other cultural expressions), applicants should consider the principles outlined in the [United Nations Declaration of the Rights of Indigenous Peoples](#) (the Declaration). The Declaration affirms that Indigenous peoples have the right to self-determination and the right to practice and revive their culture and traditions. As stated in Article 11 of the Declaration,

“This includes the right to maintain, protect and develop the past, present and future manifestations of their cultures, such as archaeological and historical sites, artefacts, designs, ceremonies, technologies and visual and performing arts and literature.”

Article 31 of the Declaration affirms the rights of Indigenous peoples to maintain, control, protect and develop their cultural heritage, traditional knowledge and cultural expressions and their manifestations and intellectual property. If you are working with traditional knowledge, you will need to explain how you have addressed cultural protocols and/or received permissions where required.

We take cultural safety and appropriation seriously and are updating our decision-making processes to ensure that students are thoughtfully engaging with traditional knowledge and stories in context. The [revised BC curriculum](#) offers an approach that we support:

“It is particularly helpful to co-operate and engage with experts from the community when learning about culture-specific contexts to avoid offence or misrepresentation or appropriation of culture. Cultural appropriation includes use of cultural motifs, themes, “voices,” images, knowledge, stories, songs, drama, and so on without permission or without appropriate context or in a way that may misrepresent the real experience of the people from whose culture they are drawn.”

We have a CV transcription service for artists, especially Indigenous Elders, Knowledge Keepers and other artists with Indigenous art practices. This service is intended to reduce barriers for artists who do not have a CV and/or may not see themselves in the definition of professional artist. Eligible artists can set up a phone call with ArtStarts to explain their practice verbally and ArtStarts staff will transcribe their artistic practice and experience into a written document that can be submitted with the grant as a CV.

Budget

All applications must submit a detailed and balanced budget that includes a clear breakdown of all expenses and revenues associated with the project. Budgets in grant applications often demonstrate what the organization/applicants value. ArtStarts is looking for budgets that fairly compensate all artists and collaborators involved, are well thought out and researched, and provide for deep learning opportunities for participants. Budgets must only include expenses directly related to the proposed project.

COVID Relief Intake: All projects must follow provincial health and safety guidelines. Projects that apply for this intake must be planned to take place via distance in some way. Online is not the only way to plan for project delivery and not all students have reliable internet access and sufficient technology. You can also plan to do the project by having students pick up supplies and complete projects independently, you could have students use a series of mailed instructions to participate, etc. Those materials can be part of your budget.

Eligible expenses can be covered by the AIC grant and include:

- **Artists Fees** must be a fair and equitable rate, consistent with professional standards. Canadian Artists Representation Copyright Collective (CARCC) has recommendations for professional artist fees that can be found [here](#).
- **Transportation for Remote Schools*** – transportation expenses for artists travelling to schools in remote areas, up to 10% of total budget. Projects must follow provincial health and safety guidelines – try to work with artists in your community as much as possible.
- **Materials** directly related to the proposed project and used up throughout the duration of the project.
- **Rentals** for specialized equipment or venues.
- **Honoraria/fees for Elders and Traditional Knowledge Keepers** speaking on topics related to arts and culture and/or participating in, facilitating, or leading the project. Compensation must be fair and equitable, consistent with artists' fees.
- **Fees for Artist administrative work** such as scheduling and documentation done by the artist(s) named on the grant application in addition to their other work, up to 10% of total budget.

*Eligible school districts: SD27, SD28, SD49, SD50, SD52, SD54, SD57, SD59, SD60, SD81, SD82, SD84, SD85, SD87, SD91, SD92, FNSA.

Ineligible expenses must be covered by the community contribution and include:

- **Fees** including honoraria for collaborators who are not professional artists and individuals contracted as support
- **TOC Costs** for teachers' time away from the classroom when required by the project
- **Tools and Equipment** – specialized items and/or capital expenses that will remain with the school beyond the scope of the project (e.g. brushes, carving tools, instruments, iPads, cameras, etc.)
- **Transportation** for students or artists, exclusive of transportation allowance above
- **Accommodation**
- **GST/PST**

The AIC grant can cover up to 70% of total project costs (eligible + ineligible) to a maximum of total eligible expenses. FNSA schools can apply for up to 100% of total eligible expenses.

How to Apply – NEW – Online Form

We are excited to share that we have a new online form for the AIC Grant. The form helps streamline the application process and makes the adjudication process more efficient. We appreciate your patience with this process as we update our systems. We anticipate some growing pains as we implement this new system! Get in touch with question! Via email at aic@artstarts.com or submit a case online.

1. Go to our new online application form via our website: <https://artstarts.com/covid-relief-aic> and create an application. Check out the application form guide on the website for tips and tricks.
2. Save your application (click the link on the top right corner) to get a link to share with your collaborators.
 - A. If you are using your email to save multiple applications, you need to use a different password for each application to share the right application with your collaborators.
3. Work with your collaborators (teachers, artists, elders, PAC, etc.) and complete the application through the online application form. There are five distinct sections on the online application form
 - A. Application Information
 - Refer to the Eligibility section of the Grant Guidelines.
 - Complete the school information and project particulars.
 - A. Project Collaborators
 - Refer to the Eligibility section of the Grant Guidelines.
 - Complete the artists, educators, and other collaborators working on the project.
 - For artists on the Artists in the Classroom Directory or Artists on Tour Directory: You can select them from the list of artists in the form.
 - For artists not on the Artists in the Classroom Directory: Upload the artists CV documents or a link to their CV on this page. Make sure they meet the definition of professional artist earlier in the Grant Guidelines.
 - B. Proposed Budget
 - Refer to the Budget section of the Grant Guidelines
 - Provide a clear, detailed, and balanced budget.
 - C. Project Information
 - Refer to the Assessment Criteria and Considering Cultural Context sections of the Grant Guidelines.
 - Describe the project's scope, artistic quality, student engagement, and curricular connections.
 - There are three additional questions for large scale applications.
 - D. Conditions for Funding
 - Applicant and a school representative with budget authority must sign digitally
4. Submit the application through the online form
5. Deadline is **July 7th 2020**. Applications will be accepted until 5pm on the deadline through the online form. Applications are not accepted via email, fax, or mail.
6. The form will send the applicant an email to verify your signature. Click on the link from your email to complete your submission.
 - A. The form will then send the application the school representative. The school representative should sign that form and hit submit. The form will send the school representative an email to verify their signature. They should click on the link in the email to complete the submission.
 - B. The applicant will get an "application received" email once both the applicant and the school representative have verified their signatures. No further action is needed.
7. You may receive an email from ArtStarts staff if there is an error in your application. You may have a chance to revise your application. All artists, teachers, and collaborators on the project will receive a notification email with a copy of the complete grant once the application has been marked eligible by an ArtStarts Staff member. This will happen after the application date.

Applicant Notification

Applications will be processed by the end of August 2020. The applicant will receive a notification letter indicated whether the application was successful or not to the applicant email address provided on the application form. 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 three images 30 days after project completion and **no later than June 25, 2021**. Applicants must complete a financial report as part of the final report showing that the grants funds were fully spent and community contributions were at least 30% of project expenses, unless your school is part of the FNSA and applied for and received 100% coverage of eligible 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 detailing general information, information for schools, information for artists, budget and eligibility requirements, application and adjudication and receiving funding. You can also find an application form guide on our website which lays out common application errors and how to use the application form in greater detail.

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

For more information, please contact **ArtStarts**
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