

**Lower
Manhattan
Cultural
Council**

EMPOWERING ARTISTS,
INVESTED IN COMMUNITY

CREATIVE CURRICULA 2016 PROGRAM GUIDELINES

ABOUT CREATIVE CURRICULA

Creative Curricula is a local arts-education funding program administered by Lower Manhattan Cultural Council (LMCC). Open to cultural organizations and to teaching artists working in partnership with Manhattan public schools, Creative Curricula supports projects that engage students in rich artistic learning experiences in a classroom setting.

Creative Curricula is part of the New York State Council on the Arts' (NYSCA) Decentralization program (DEC), which was established in 1977 by the New York State Legislature as a statewide, community arts regrant program to support projects that are not able to directly apply to the State for arts funding. LMCC administers Creative Curricula for the borough of Manhattan.

HOW CREATIVE CURRICULA WORKS

Creative Curricula makes grants ranging from \$750 to \$5,000 to Manhattan-based individual teaching artists or small to mid-sized cultural organizations working in partnership with Manhattan public schools. The program supports projects providing in-depth opportunities for students to create and experience the arts, through collaboratively planned and implemented units of study. Funding is provided for semester-long, in-classroom projects for K-12 students that focus on one of the following:

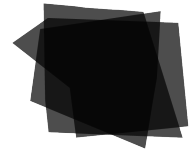
1. **Sequential, skill-based arts study** that incorporates one or more art forms
2. **Integrated study of arts and non-arts subjects**, collaboratively taught by teaching artist(s) and classroom teacher(s) as arts-in-education units

PROGRAM GOALS

Creative Curricula is designed to support and develop the capacity of partnerships between individual teaching artists or cultural organizations and Manhattan public schools to develop high-quality arts-education projects. Emphasis is placed on the merit and authenticity of the creative process through which students learn through and about the arts.

Proposed activities should be conceived, planned, and implemented by arts professionals and educators working together to utilize the resources of both the teaching artist/cultural partner and the school. Competitive projects will demonstrate the partner school's strong commitment to the arts, through cash and other means of support. Funding priority will be given to projects that reach under-served communities and/or involve students with special needs.

LMCC expects that partnerships will incorporate sufficient planning prior to and during the project period, and have clear and appropriate student learning goals in relation to the proposed activities and grade levels served. Projects may, but are not required to culminate in an event or finished product such as an exhibit, performance, or presentation. LMCC encourages projects that feature well-planned professional development activities for classroom teachers and/or teaching artists, and opportunities for active parental and community involvement.



APPLICATION ASSISTANCE

Attention - New application process:

- The Online Application Form for Creative Curricula is now on a new platform: **Submittable.com**. All applicants are encouraged to sign-up for a free account and become familiar with the new form well in advance of applying.
- All required documents, such as proof of residency, letter of commitment, etc., should now be uploaded on to the Online Application Form as digital files. If you have difficulty converting paper documents into digital formats, please contact LMCC staff for assistance.

Information Sessions: Get an overview of Creative Curricula and learn about the components of a well-prepared application. **First-time applicants and applicants who have not attended an information session in 2012 or later are required to attend.** For dates and locations, visit: lmcc.net/program/creative-curricula

Staff Assistance Available!

We encourage you to seek one-on-one assistance from LMCC staff, in person or on the phone, with specific questions about your proposal. Contact Claire Gresham, Program Associate, at creativecurricula@lmcc.net or 212-219-9401 ext.113.

Application Deadline for projects taking place between January 1 – December 31, 2016:
Online Application & Required Documents: October 14, 2015
School Partner's Letter of Commitment: November 13, 2015

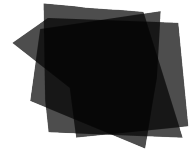
The online application and required documents must be received by LMCC before **5PM on Wednesday, October 14, 2015**. In addition, the school partner's letter of commitment must be received before **5PM on Friday, November 13, 2015 for the application to remain under consideration.**

APPLICANT ELIGIBILITY

Applications will be accepted from Manhattan-based individual teaching artists or nonprofit cultural organizations, partnering with Manhattan public schools. Partnerships must meet the following requirements to apply:

Individual Teaching Artist and Cultural Organization Requirements:

- Applicants may not have applied directly to the New York State Council on the Arts (NYSCA) or to LMCC's Creative Engagement program for State funding for the same fiscal year.
- Cultural organizations must be based in Manhattan.
- Cultural organizations must provide regular arts, cultural and/or creative programming.
- Cultural organizations must have proof of nonprofit status.
- Individual teaching artists must reside in Manhattan; Collectives must designate **the lead teaching artist** (director, or equivalent) to apply as an individual on its behalf. The lead teaching artist must be a key facilitator of project planning and classroom sessions.
- Individuals may not apply or receive funds on behalf of any organization.
- Individual teaching artists or cultural organizations must apply on behalf of the partnership; schools cannot apply on behalf of the partnership.



- First time applicants and applicants who have not attended an information session in 2012 or later are required to attend a session before applying. For dates, locations and to RSVP visit: lmcc.net/program/creative-curricula

School Partner Requirements:

- School partner must be a public school based in Manhattan.
- Partnerships must serve students in grades K through 12.
- Proposed school partners may not be engaged in any other partnerships receiving direct funding through NYSCA Arts Education grants.
- The school partner must provide a letter of commitment. See Application Instructions for full requirements.

PROJECT ELIGIBILITY

Creative Curricula accepts applications for the following types of projects:

1. **Sequential, skills-based arts study** that incorporates one or more art forms, e.g. dance, theater, music, visual arts, media/new media arts, literature and/or multidisciplinary art forms.
2. **Integrated study of arts and non-arts subjects**, collaboratively taught by the teaching artist(s) and the classroom teacher(s) as arts-in-education units, in which learning in arts and non-arts subjects are mutually enhanced.

Project Requirements:

- Project activities must occur during the school day, and take place within either the Spring 2016 semester or the Fall 2016 semester.
- Project budget must show at least 25% of planned project income, in cash or in-kind contributions, from sources other than Creative Curricula.
- All teaching artists must be guaranteed a fee, indicated in the project budget.
- Projects must hold at least three (3) contact sessions between the same classroom teacher, teaching artist, and group of students.
- Project activities and outcomes must be collaboratively designed, planned, taught, and evaluated by the classroom teacher(s), and teaching artist(s).
- Student learning goals should clearly address the [New York State Arts Standards](#).
- Applicants may not be a lead artist or key partner in more than one proposal to Creative Curricula.
- Applicants may only submit one (1) proposal requesting support for one (1) project for Creative Curricula.

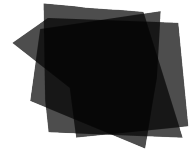
Additional requirements for **integrated study of arts and non-arts subjects**:

- Direct collaboration must take place between at least one non-arts classroom teacher and one teaching artist.
- Student learning goals must address the [New York State Learning Standards for both arts and non-arts subjects](#), and/or the [Common Core](#) state standards for English language arts and mathematics subjects.

FUNDING RESTRICTIONS

Under this program funding is **not** available for:

- Private, parochial, charter, or home schools
- New York State agencies and departments
- Projects where classroom activities begin before January 1, 2016 or end after December 31, 2016



- Stand-alone assembly programs, single performances, or one-time visits to cultural institutions
- Extracurricular activities that take place after the school day, in the summer, or during non-school hours
- Projects that appear to replace the role of certified school art, music, dance, or theater teachers or school arts specialists
- Programs for which selected students are taken out of regular classes or are self-selected for participation
- Programs that are primarily recreational, therapeutic or rehabilitative in nature
- Entertainment costs, such as opening parties, receptions, fundraisers, or ticket or admission subsidy for students to attend off-site performances, screenings, exhibitions, or other events
- College-level courses, scholarships, contests, or student performing groups
- General operating support or funds to establish a new organization
- Creation of textbooks or non-project related classroom material
- Capital improvements or permanent equipment purchases
- Previous grantees of Lower Manhattan Cultural Council who have failed to comply with grant contract or reporting requirements

REVIEW PROCESS AND CRITERIA

An independent jury of teaching artists, educators, and arts education professionals will review and evaluate projects using the following criteria:

- Degree to which the proposed project will strengthen learning in the arts and deepen the exploration of the artistic process
- Degree to which the partnership will collaboratively plan, implement, and utilize resources for the project
- Clarity, appropriateness, and feasibility of the proposed project, taking into account the project description, timeline, budget, and evaluation tools
- Quality of expertise and appropriateness of proposed artistic and educational personnel
- School partner's commitment to the arts and to the proposed project, as reflected in the principal's letter of commitment
- For **integrated study of arts and non-arts subjects** only: Depth and authenticity of the connection between the arts and non-arts subjects and degree to which the proposed project will strengthen the learning of both

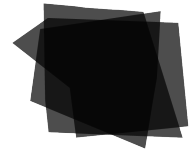
The criteria are not listed in order of priority; each is equally important. Please make sure that your application materials, taken as a whole, address these criteria.

In addition, priority consideration will be given to:

- Projects that reach communities that are under-served or under-represented due to geographic location, low-income level and/or ethnicity
- Projects involving students with special needs, such as ELL, or others

Applying to Creative Curricula is a competitive process. Proposals should accurately describe the project, the student learning goals, and the project's anticipated impact. Project budgets should be precise, reflect actual needs, and demonstrate the ability to raise funds from additional sources.

Applicants will be notified by email in **February 2016** whether their projects have been funded.



We encourage applicants to contact our staff for a summary of jury comments and feedback on their applications.

Grant Requirements

The grant award is a contract for arts services; grantees are required to do the following during the grant period:

- Sign and return grant contract to LMCC.
- Notify LMCC of opportunities to observe project-related activities or events (i.e. classroom work, performances, exhibitions, presentations).
- Notify LMCC of any significant changes to proposed project activities, including schedule, key participants, project scope or budget, before these changes are finalized.
- Submit a final report, no later than 30 days after completion of all project activities.

Appeals Process

Applicants may appeal decisions in writing within ten (10) days of funding notifications should they believe an error in the review of their application has taken place, effectively arguing the case for appeal based on the criteria below. Dissatisfaction with either an unfavorable decision or the recommended level of support is not grounds for appeal.

Grounds for appeal are limited to the following:

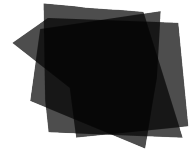
- Misrepresentation of information: an applicant's information was improperly presented by program staff in a way that may have adversely affected the review process
- Non-presentation of information: the applicant's information was not presented by program staff prior to or as part of the jury's decision-making process
- Improper jury procedure: conflict of interest or biased decision

APPLICATION INSTRUCTIONS

Applications should be completed and submitted online before **5PM on Wednesday, October 14, 2015.**

Follow these **FOUR STEPS TO APPLY:**

1. **Read the Program Guidelines and Online Application Form.** Make sure your project is eligible for consideration before you apply.
2. **Attend an Information Session.** First-time applicants, or returning applicants who have not attended an information session in the past three years, you must attend an information session to be eligible to apply. RSVP for an information session at LMCC.net.
3. **Prepare Required Documents and Work Samples.** Prepare digital versions of the Required Documents and Work Samples to be submitted as part of the Online Application Form. If you have difficulty converting paper documents into digital formats, please contact LMCC staff for assistance.
4. **Complete and submit Online Application Form.** Make sure to save unfinished applications before you exit the form. Complete and submit all components of your application online. Application forms are not considered final until submitted.



REQUIRED DOCUMENT INSTRUCTIONS

Nonprofit Organizations, upload one (1) copy of each of the following items

1. **Proof of nonprofit status** with address in Manhattan. Choose ONE (1) of the following options:
 - a. Letter of Determination from the IRS indicating tax exempt status under section 501(c)(3)
 - b. Documentation of charter by the New York State Board of Regents under section 216 of the New York State Education Law
 - c. Documentation of incorporation under Section 402 of the New York State Not-for-Profit Corporation Law
 - d. Current New York State Bureau of Charities (Office of the Attorney General) filing receipt
 - e. Official authorization as an arm of local government (i.e., a formal letter on official stationery signed by the appropriate county, city, town or village executive)

Note: If the address on nonprofit documentation is a PO Box, provide additional proof of the organization's physical address in Manhattan.

2. **Board of directors and staff list**

3. **Financial statement** for the most recently completed fiscal year (audited statement or most recently filed IRS Form 990)

Note: If the organization filled a 990N, submit an itemized financial statement signed by the organization's treasurer instead.

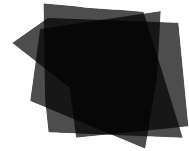
4. **Projected organizational budget** for the fiscal year in which the proposed project takes place (i.e. FY16 or FY17)

5. **Letter of commitment** from the school partner on official letterhead, signed by the principal. Letter should confirm the following:

- The scope of the proposed project, demonstrating an overall understanding of the proposal
- The school partner's roles and responsibilities in the project
- The school partner's support, monetarily and otherwise, towards the project

*Note: The Letter of Commitment may be submitted as part of the Online Application Form by the application deadline October 14, 2015. If additional time beyond the deadline is needed to obtain the letter, **applicants must email the signed letter to creativecurricula@lmcc.net before 5PM on Friday, November 13, 2015** for the application to remain under consideration. Make sure to include your applicant name in the title of your email.*

4. Optional **support materials** in the form of sample lesson plans, staff observations of past projects, evaluation materials, completed evaluation forms, student feedback, press clippings, or letters of recommendation



Individual teaching artists or collectives: upload one (1) copy of each of the following items:

1. **Proof of Manhattan address** of the individual teaching artist or lead teaching artist of collective. One (1) copy of one (1) of the following.
 - Utility bill (e.g. electricity, cable, gas, etc.)
 - Driver's license (address on the driver's license must be the same address provided in the application)

Note: If the proof of address shows a PO Box, provide additional proof of the individual's physical address in Manhattan.

2. **Letter of commitment** from the school partner on official letterhead, signed by the principal of the partner school. The letter should confirm the following:
 - The scope of the proposed project, demonstrating an overall understanding of the proposal
 - The school partner's roles and responsibilities in the project
 - The school partner's support, monetarily and otherwise, towards the project

*Note: The Letter of Commitment may be submitted as part of the Online Application Form by the application deadline October 14, 2015. If additional time beyond the deadline is needed to obtain the letter, **applicants must email the signed letter to creativecurricula@lmcc.net before 5PM on Friday, November 13, 2015** for the application to remain under consideration. Make sure to include your applicant name in the title of your email.*

3. Optional **support materials** in the form of sample lesson plans, staff observations of past projects, evaluation materials, completed evaluation forms, student feedback, press clippings, or letters of recommendation

We strongly recommend that you view the Online Application Form and instructions in advance and maintain a backup copy of your responses in a separate document off line. Once you have submitted the form, you will not be able to make changes, or resubmit.

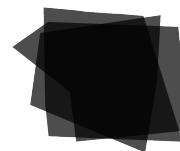
WORK SAMPLE INSTRUCTIONS

Work samples are an important element of your application. Choose samples from within the last three years, as best represents your project. LMCC uses a Mac laptop and projector to play work samples. Please test your samples accordingly.

- Applicants are **strongly encouraged to submit classroom-based work samples**, that is, documentation of classroom work or samples of student work that resulted from previous classroom-based projects under the direction of the artist/cultural partner.
- If classroom-based project work samples are not available, applicants may submit samples of work in non-educational settings by artists who will be involved in the project.

Work Sample Formats

Submit samples of past and current work by uploading or providing links directly in the Online Application Form in ONE (1) of the following formats, based on the discipline or form of your projects. Contact our staff if you wish to combine formats.



Performing Arts, Film, Media And Other Time-Based Projects

Submit recordings: 2 maximum

Submit for up to two (2) recordings of past/current works or projects in performing, media, music, film or other time-based art forms. Creative Curricula accepts recordings in two formats:

1. **Online, links** to video or audio samples hosted on one of the following external sites: YouTube.com, Vimeo.com, or SoundCloud.com.
 - Provide these links in the Online Application Form.
 - Samples should remain accessible online through March 2016.
 - Do NOT submit personal website URLs, or links to other online sites and platforms.
2. **CDs or DVDs**, received by LMCC by the application deadline.
 - Indicate in the Online Application that you are submitting CDs or DVDs.
 - Submit your work sample disks to LMCC before the application deadline to the following address:
 - Include a self-addressed stamped envelope (SASE) if you want the samples to be returned. Samples to be returned. Samples with SASE will be returned by April 2016.
 - Label your CD/DVD as "[applicant name]: Sample #". Use a permanent marker. Do not submit stickers on DVDs or CDs as these can jam equipment.

The selection jury will view each recording for up to 2.5 minutes. However, we encourage you to submit full-length work, if possible. Provide a cue point, which indicates the start time to play the sample during review, for any work sample that is longer than three (3) minutes total.

Literary Projects

Upload manuscripts: 10 pages maximum

Samples of student writing or past work by participating literary artists may be submitted. Do not include more than ten (10) pages of writing. Unless the sample represents student work, the manuscript must be typewritten, double-spaced with 8 ½" x 11" page formatting. Submit one (1) document in PDF format.

Visual Arts Projects

Upload images: 10 maximum

Photos/reproductions of classroom work, student work or images of past work by participating visual artists may be submitted. Submit a maximum of ten (10) digital images.

- Images must be saved as JPEG files, 800 pixels in the longest dimension, at 72dpi.
- Each image filename must be saved as: "*LastName-FirstName-#*" (e.g. Smith-John-01.jpg / Smith-John-02.jpg / etc.)
- During the selection process, images will be viewed one at a time as a projection.
- Work Sample files should be uploaded directly into the Online Application.

QUESTIONS OR TECHNICAL ISSUES?

Contact: Claire Gresham, Program Associate, Grants & Services
212-219-9401 or CreativeCurricula@LMCC.net
LMCC.net