



ZARA YEE HAWTHORNE ARTS INFUSION GRANT OVERVIEW

PROCESS AND TIMELINE

The Arts Infusion Grant will provide up to \$5,000 for projects submitted by K-3 teaching teams in the City Schools of Decatur. The projects will take place during the spring of the 2019-20 academic year.

Interested teachers will be provided with a roster of vetted artists with bio notes. The roster and bio notes will be accessible through a dedicated page on the DEF website:

DecaturEducationFoundation.org/artsinfusion

If there is more than one team from each school interested in receiving funds for this grant, the principal and instructional coach will determine which project they would like to advance for funding.

Teaching teams will be encouraged to confer with two or more artists from the roster in a 'get-acquainted session' (can be by phone or in-person), to determine which artist would be the best fit for the project.

Teachers will then present a Letter of Intent to DEF by **Nov 1, 2019** outlining their project - the academic goals, a broad outline of the plan, the visiting artist they have chosen and what this artist brings to the project. The projects to be funded will be selected from these Letters of Intent. Nia Schooler, Arts Infusion Grants Coordinator, is available to assist teaching teams with letter of intent.

After the artist is selected and the LOI submitted, each team, in conjunction with the visiting artist, designs a Project Plan that includes initial thoughts, direction, timeline, objectives, budget, etc. Teachers will be provided with Project Plan template to follow. The artist's residency fees, materials, and any other costs are included in the budget.

Grant monies will be sent to the school. The school will pay expenses, including the visiting artist's fees. The teaching team from the school will submit a spending summary to DEF at the close of the project and return any unspent funds.

Evaluation - At the conclusion of the project, the teaching team and visiting artist will provide a Plus/Delta model of evaluation capturing what went well and what they would change to make the project better the next time around. A template for this evaluation will be provided by DEF. The lead teacher will also provide a written brief evaluation at the end of the project. A template will be provided by DEF. **If you are interested in learning more, or want to discuss your idea, contact Nia Schooler at nia@decatureducationfoundation.org**



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AUGUST

Gail introduces grant at all elementary schools. Nia will follow up with Principals and Instructional Coaches to introduce herself and supply additional information - Overview Document, Timeline, and Planning Document

SEPTEMBER

Teachers have opportunity to meet artists and discuss ideas at September event.

OCTOBER

Further phone discussions with artists to fine tune project idea and formulate Letter of Intent.

NOVEMBER 1ST

Deadline for submitting Letters of Intent.

NOVEMBER 8TH

Applicants are informed of who will receive grants. There will be between 4-6 recipients depending on the budgets of the projects submitted.

NOVEMBER/DECEMBER

Teaching teams meet with artists to design the project, the plan for co-teaching the material in the classroom, and the culminating event.

JANUARY 8TH

Lead teacher submits Project Plan with budget to Grant Coordinator.

APRIL/MAY

Culminating events.

MAY

Lead teacher written evaluation submitted by May 22.
Grant coordinator liaises with School Managers to get financial report of grant expenses.