



Request for Proposals 2024 - 2025

GRANT OVERVIEW

Families play an integral role in supporting children through life-long, arts-rich experiences. By focusing on arts learning opportunities for early learners (3K, Pre-K and Kindergarten), schools have the opportunity to set a strong foundation for families as advocates of their children’s artistic growth and development, and to build school-wide community through the arts from the earliest grades. Our aim is to create family connections to arts programs offered at school, while giving school leaders the latitude to launch new ideas and innovate arts projects for early grade levels. We encourage schools to embed this aim into their own instructional missions.

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SCOPE OF WORK

Schools will receive up to \$10,000 in grant funds to partner with experienced, local arts organizations to implement school-based arts experiences that bring together students, parents, family, and other members of the school community. Arts for Early Learners grants also aim to foster collaboration and increase school capacity to carry out other arts and community outreach initiatives in the future. We seek proposals that address the following objectives:

- Spark interest for life-long learning in the arts by investing parents and families in their children's continuing arts education at a young age;
- Support school-wide community-building through the arts;
- In partnership with their arts partner organization, cultivate opportunities for school leaders to innovate high-quality arts experiences for their earliest learners

DELIVERABLES

Mid-Year Recipient Survey (optional). Grantee schools will be invited to share out on the progress of the residency.

Site Visit. Grantee schools may be contacted to host a site visit by ARTS Office staff to observe the residency in action.

Project Report. Grantee schools are required to complete a detailed project report at the end of the school year. A template for this report will be provided.

ELIGIBILITY CHECKLIST

Requirements for Schools

- Only district schools with 3K, Pre-K and/or Kindergarten programs are eligible to apply. Schools may be serving any set of grade bands, as long as they include 3K, Pre-K, and/or Kindergarten.
- Each school may apply once per grant program per school year.
- **Submissions may only be made by school principals or assistant principals.** While schools should collaborate with an arts partner in developing a proposal, arts organizations may not submit a proposal on behalf of a school.
- Non-charter, NYC public schools are eligible.

- District 75 schools are eligible.
- Since only one proposal per DBN may be submitted, principals of schools with multiple locations (e.g. Pre-K Centers/District 75 schools) are encouraged to consider needs and opportunities at all their sites when developing their proposals.
- **Funds may be used to support activities that take place during the school day and after-school, including Saturdays.**

Requirements for selecting an Arts Partner

- Schools may propose to work with one qualified DOE arts vendor.
- If your proposed arts partner is a non-contracted arts vendor, you must provide bids from two other organizations that offer comparable services but at a higher total cost. If awarded the Arts for Early Learners grant, a total of three bids must be submitted to your school's budget secretary/procurement manager.
- **Bid Summary Form**
 - The [Bid Summary Form](#) is provided for your convenience.

APPLICATION SCREENING & EVALUATION CRITERIA

Submitting an application does not guarantee funding. Submitted applications will undergo an initial screening process that will remove incomplete, improperly submitted, and otherwise ineligible applications from the applicant pool. Read [Avoid Common Proposal Pitfalls](#) and [Frequently Asked Questions](#) in the RFP Appendices for more information.

Applications will then be evaluated competitively based on the following 5 criteria:

1. Proposal Overview (30%)
2. Partner Selection (20%)
3. Student Demographics (20%)
4. Management (20%)
5. Budget (10%)

APPLICATION GUIDELINES

Completed applications must be submitted by **11:59 PM on June 24, 2024**. Late, incomplete, or improperly submitted applications will not be considered.

The online application form may be accessed at: <https://cvent.me/ONPeGg>

TIMELINE

| | |
|----------------------------|--|
| May 1, 2024 | Arts for Early Learners RFP released |
| May 6, 2024 | Info Session for School Leaders and Arts Partners (via Zoom) |
| June 24, 2024 | Applications submitted online by 11:59 PM |
| June - July | Application review and grantee selection |
| August/September | Schools notified |
| September 2024 – June 2025 | Residencies implemented |
| June 13, 2025 | End-of-Year Report due |

APPLICATION FORM QUESTIONS

In preparation for the online submission, all questions that appear on the Application Form are listed below. School leadership is encouraged to consult teachers, other school staff, community members, proposed arts education partners, and other relevant stakeholders with these questions in mind, so that Application Form responses can be prepared in advance of the principal or assistant principal completing the online submission process.

The following questions will appear on the online Application Form and are provided here for reference purposes only. **Reminder: Only principals and assistant principals are eligible to submit this application.**

SCHOOL INFORMATION

- Borough
- DBN - School Name
- Applicant's First and Last Name
- Applicant's @schools.nyc.gov email address
- Role (Principal or assistant principal only)

ARTS PARTNER INFORMATION

- Organization Name
- Executive Director Name
- Executive Director Email
- DOE Contract Number
- DOE Vendor ID

Tell us about your proposed arts partner. (2,500 characters with spaces, max.) Be sure to include the following:

1. Why are you selecting this arts partner organization? Explain their track record in delivering parent, family and/or community engagement programs and/or experience working with early learner student populations.
2. Evidence of purposeful collaboration and co-planning between teaching artists and school-based professionals.

PROPOSAL OVERVIEW

Describe your proposed activities. (4,000 characters with spaces, max.) Be sure to include the following:

1. Describe the overall project (art form, topic, grade level, number of hours). Explain the scope, content and timeline of your proposed activities.
2. How will your school and selected arts organization collaborate to ensure safe, welcoming programming for students and their families to engage in the arts?
3. List the engagement objectives and/or outcomes from your project.

DEMOGRAPHICS

- Estimated total number of students who will participate in this project.
- Estimated total number of parents and/or families who will participate in this project.

Provide the following information about your student demographics (3,000 characters with spaces, max.):

1. Share your analysis for identifying the targeted population noted above. What access to in-school arts instruction do these students currently have? Why have you selected them for these services?
2. Outline your strategies for ensuring consistent attendance and engagement for all eligible students and participating families.

MANAGEMENT

How will school leadership support this project? (4,000 characters with spaces, max.) Be sure to include the following:

1. How will your project help you continue to foster a strong, unified school-based community?
2. List names, roles and responsibilities of all staff involved (school *and* partner organization);
3. Relevant timelines, including dedicated time for co-planning between school-based professionals and teaching artists; mechanisms for monitoring and addressing challenges; provisions for evaluation and reflection.

ANNOTATED BUDGET (up to \$10,000)

This section should accurately reflect any fees your school would pay directly to your arts partner for services rendered. The per session allocation for DOE staff should not be included.

List projected expenses (dollar amount and provide a brief description for each category:

1. Arts partner teaching artist(s) and personnel:
2. Supplies/materials, document reproduction to be provided by arts partner:
3. Arts partner's administrative overhead (not to exceed 15% of total request):
4. Other expenses to be incurred by arts partner:
5. Total Amount Requested (Not to exceed \$10,000):

2024-25 PROPOSAL | SIGNATURES PAGE

Check all that apply:

- My school did not receive this grant for the 2022-2023 or 2023-2024 school year.
- I am a current ARTS Office Principals Fellow or recent alum.
- My superintendent has been informed about our application for this grant.

APPLICANT SCHOOL

Principal Signature: _____ Date: _____

Principal Name: _____

DBN & School Name: _____

ARTS ORGANIZATION

Executive Director Signature: _____ Date: _____

Executive Director Name: _____

Organization Name: _____

Important Note: A scanned copy of this completed Signatures Page, along with your application responses must be submitted via the online Application Form by **11:59 PM on June 24, 2024**. Signatures must be hand-written or signed with DocuSign. Please review the program guidelines for additional information. Questions about the program may be directed to AStClair3@schools.nyc.gov.

TERMS AND CONDITIONS

FUNDING

1. Schools may request up to **\$10,000** to cover a multi-week, school-based arts residency that is to take place during the 2024-25 school year, concluding by **June 2025**.
2. Each grantee school will also be provided DOE staff **per session allocation** (amount TBD) to contribute to costs of DOE staff time outside the school day for such activities as co-planning, oversight, meetings, and curriculum review. This per session allowance is in addition to a school's approved funding request.

FUNDING RESTRICTIONS

Schools may not use this grant to supplant existing or planned school investments toward arts partnerships. This grant can be used for afterschool activities but may not be used for school facilities or capital improvements. Funding will be provided to grantee schools via Galaxy allocation and will be object-code restricted to pay only for direct student services provided by your arts partner. All other project expenses, such as additional supplies, materials, DOE per session hours (beyond the initial allocation) and other resources not already provided by arts partners as part of the approved residency, must be covered by grantee schools.

CONTACT INFORMATION

Please direct questions about the Arts for MLL/SWD grant program to Audrey St. Clair, Director of Arts Partnerships at AStClair3@schools.nyc.gov. School leaders are also encouraged to reach out to your [Borough Arts Directors](#) for additional guidance and any arts instructional inquiries specific to your school.

APPENDIX A: FREQUENTLY ASKED QUESTIONS

Can we work with an existing cultural partner?

Yes, we view a positive working history with an organization as a potential indicator of project success. However, in these cases, ensure your responses are clear about how grant funding would expand or otherwise enhance the existing partnership, since grant funding cannot be used to supplant your school's existing expenses.

If we don't already work with an arts organization, how do we identify one to partner with?

A good starting point would be to review the resources listed [here](#). Contact your [Borough Arts Director](#) for more guidance.

How do we select students and teaching staff for the proposed work?

Your student selection plan is an important part of your proposal. It should reflect thoughtful consideration of your target population's access to arts education; as well as the opportunity for professional growth among your teaching staff.

Who will receive the funding and how may it be used?

Grantee schools will receive a direct allocation in Galaxy (object-code restricted) to process a DOE purchase order for services with your arts partner which are aligned with your proposal. In addition, a fixed per session allowance will be provided to offset costs for such activities as planning meetings and curriculum review. Schools must cover all other associated project expenses (e.g. supplies, materials, other resources not provided by the arts partners). Due to internal DOE spending deadlines, grantees must process purchase orders with their approved arts partners shortly after receiving allocations.

Can my proposed arts partner submit our school's application on our behalf?

No, school leaders must take the lead in the application process. Proposals must be reviewed and submitted online by either school principals or assistant principals only. However, to facilitate collaboration among stakeholders, principals may share the list of questions from the Application Form among the appropriate parties so that responses can be prepared collaboratively before the principal or assistant principal completes the online submission process.

Will we be able to return to a partially completed proposal through the online application?

Yes. The online application saves any entered information before clicking on the “next” button at the bottom of each page. However, you must enter your name and email address to continue your partially completed application. We recommend you prepare your responses in advance, utilizing word count and copy editing tools so have a saved copy prepared before submitting via the online application form.

What if our proposed arts partner is a non-contracted arts provider?

Three competing bids are required for schools proposing to work with a non-contracted arts provider. You must provide bids from two other organizations who offer comparable services but at a higher total cost. If selected as a grant recipient, all bids must be provided to your school's budget manager.

How can I avoid common pitfalls in the application process?

Applicants are strongly encouraged to take the time when preparing a proposal to review responses for completeness and accuracy before submitting. Only one proposal may be submitted per school and no revisions can be made after submission.

The following proposal pitfalls will result in disqualification and/or point deductions:

- Submitting narrative content that was not written by the school principal or school team. **Proposals flagged by evaluators as reflecting plagiarized, copied, or templated content will be disqualified;**
- Budgets/narratives referencing unclear or unallowable proposed use of grant funds;
- Signatures on the Signatures Page that are missing, illegible, or otherwise not acceptable;
- Responses that are inadvertently truncated because they exceed the maximum allowable length;
- Spelling errors, grammatical mistakes, and other typographical errors;
- Using grant funds to off-set costs of current program commitments.

FEATURED RESOURCES

Selecting an Arts Partner

[Arts and Cultural Education Services \(ACES\) Guide](#) is designed to help school leaders, teachers, parents, and other family members learn about the variety of education programs offered by NYC's rich arts and cultural community. This searchable listing contains information for 200+ NYC arts organizations. Note: Not all organizations listed in the ACES Guide are DOE-contracted vendors for Arts Education Services.

[Minority and Women-Owned Business Enterprise](#) vendors that specialize in arts education services.

[Black, Indigenous, and people of color \(BIPOC\) Led Organizations](#) vendors that provide arts education services. This list is maintained by the NYC Arts in Education Roundtable.

[GIVE: Your Guide to Teaching Artistry in Inclusive Settings](#) provides free online resources created by Teaching Artists for Teaching Artists working in Integrated Co-Teaching (ICT) Classrooms in New York City and beyond.

END OF DOCUMENT