

ARTS for Multilingual Learners and Students with Disabilities

Request for Proposals 2024 - 2025

GRANT OVERVIEW

We are inviting proposals from eligible schools to support our goal of **advancing equitable access to inclusive arts education** for all students in New York City Public Schools (NYCPS). Our aim is to ensure that Multilingual Learners (MLL) and Students with Disabilities (SWD) have the same opportunities for arts instruction as their general education peers. We strongly believe that inclusive teaching practices provide diverse learners with an optimal learning environment to be more engaged and demonstrate their learning in the arts. We encourage schools to embed this aim into your own instructional missions.

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SCOPE OF WORK

Schools will receive up to \$15,000 in grant funds to partner with experienced, local arts organizations to implement multi-week, in-school arts residencies designed to meet the needs of your students' English proficiency levels and social-emotional, cognitive, physical, behavioral capacities. We seek proposals that address the following objectives:

- Expand in-school instructional hours for MLL and/or SWD in dance, moving image, music, theater, and/or visual arts;
- Promote collaboration between classroom professionals and experienced teaching artists; and
- Cultivate more school-based inclusive teaching practices for arts instruction.

DELIVERABLES

Curriculum Resources. In collaboration with your arts partners, grantees are expected to produce curriculum resources (e.g. lesson/unit plans, other instructional materials) specifically developed for the unique needs of your target population. We encourage schools to use these resources at your school during and beyond the grant-funded period. All residency documentation and copies of curriculum materials must be provided to the ARTS Office upon request.

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

- 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 serving all grades (Pre-K through 12) are eligible.
- District 75 and some District 79 schools are eligible. Please email AStClair3@schools.nyc.gov for more information.
- Since only one proposal per DBN may be submitted, principals of schools with multiple locations (e.g. Pre-K Centers/District 75/79 schools) are encouraged to consider needs and opportunities at all their sites when developing their proposals.
- **Funds may only be used to support residencies that take place during the school day.** Applications for after-school programming will be denied.

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 MLLs/SWD 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. All applications will undergo an initial screening process that will remove incomplete, improperly submitted, and otherwise ineligible applications. 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 Monday, June 24, 2024.**

Late, incomplete, or improperly submitted applications will not be considered.

The Application Form may be accessed through our online portal: <https://cvent.me/nYd8k2>.

TIMELINE

May 1, 2024	Arts for MLL/SWD 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 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
- ☐ Role (Principal or assistant principal only)
- ☐ Applicant's First and Last Name
- ☐ Applicant's @schools.nyc.gov Email

ARTS PARTNER INFORMATION

- ☐ Arts Organization's Name
- ☐ Executive Director's First and Last Name
- ☐ Executive Director's Email
- ☐ Arts Organization's DOE Vendor ID
- ☐ Arts Organization's DOE Contract Number (if applicable)

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

1. A record of the previous direct-student services with your school **or** prior successful residencies with similar population(s) elsewhere;
2. Evidence of purposeful collaboration and co-planning between teaching artists and classroom professionals.

PROPOSAL OVERVIEW

Describe the following features of your residency plan:

Which population of diverse learners will your residency prioritize?

Which type of class(es) will participate?

What grade level(s) will participate?

What art form(s) will be featured?

What topic/theme will your residency explore?

How many instructional hours will participating students receive?

Provide details for your proposed residency. (4,000 characters with spaces, max.) Be sure to include the following:

1. Tell us about the participating classroom professionals. Are they poised to cultivate inclusive teaching practices for arts instruction through collaboration and co-planning with teaching artists?
2. List the learning objectives. These objectives should be rooted in awareness of the needs of diverse learners as noted in [Blueprint for Teaching and Learning in the Arts MLL/SWD appendices](#).
3. Share your plan for producing curriculum resources (e.g. lesson/unit plans, other instructional materials) specifically developed for the unique needs of the targeted population.

STUDENT DEMOGRAPHICS

What percentage of your school-wide MLL and/or SWD population will participate in this residency?

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

1. Share your analysis for identifying the MLL and/or SWD 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 equitable access and participation for all eligible students (For example: All related service providers will push-in **or** students will receive these services outside of this class time) for the duration of the residency.

MANAGEMENT

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

1. How will your plan contribute to your school's overall instructional mission?
2. List names, roles and responsibilities of all staff involved (school *and* partner organization);
3. Relevant timelines, dedicated time for co-planning between classroom professionals and teaching artists; mechanisms for monitoring and addressing challenges; provisions for residency evaluation and reflection.

ANNOTATED BUDGET (up to \$15,000)

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 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 \$15,000)

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 Name: _____

DBN & School Name: _____

Principal Signature: _____

Date: _____

ARTS ORGANIZATION

Organization Name: _____

Executive Director Name: _____

Executive Director Signature: _____

Date: _____

Important Note: A copy of this completed Signatures Page must be uploaded via the application portal by **11:59 PM on JUNE 24, 2024**. Signatures must be hand-written or signed with DocuSign. Please refer to the [Request for Proposals](#) for additional information. Questions should be directed to AStClair3@schools.nyc.gov.

TERMS AND CONDITIONS

FUNDING

1. Schools may request up to **\$15,000** to pay for a multi-week, in-school arts residency 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 is not intended for afterschool activities. In addition, this grant 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

Questions about the Arts for MLL/SWD grant program can be emailed 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 diverse learners' current 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.

Other Resources

MLL/SWD Appendices in Blueprint for Teaching and Learning in the Arts

Art Form	Multilingual Learners	Students with Disabilities
Blueprint for Teaching and Learning in Dance	Page 73	Page 68
Blueprint for Teaching and Learning in Moving Image	Page 4	Page 6
Blueprint for Teaching and Learning in Music	Page 145	Page 146
Blueprint for Teaching and Learning in Theater	Page 122	Page 119
Blueprint for Teaching and Learning in Visual Arts	Page 43	Page 48

[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