

**PICASSO PROJECT APPLICATION
2014**



Please refer to www.pccy.org/howtoapply for general instructions on how to complete this application, essential up-to-date information, samples and other helpful tools.

You must attend a **Grant Support Workshop or Conference Call** before applying. Go to www.pccy.org/howtoapply for dates and times. You must RSVP to gretchenelise@pccy.org the day prior to attend.

The deadline to submit this application to gretchenelise@pccy.org is **midnight Monday, November 18, 2013.**

IMPORTANT: First, save your application in a .doc format as *YourSchoolName2014.doc* on your computer and return to it at any time. Please insert all additional documents into the end of the .doc and save as (or "print to") a PDF entitled *YourSchoolName.pdf*. Applications should be submitted via email.

Please note:

- Incomplete or late applications will not be accepted.
- Any information that exceeds the word limits will be deleted.

GENERAL INFORMATION							
Title of Project							
School Name		Address			Zip		
Email		Phone		Fax			
Has the school received Picasso funds in the past?		YES	NO	If yes, when?			
Amount Requested		Number of students to be served?			Grade(s)		

PRINCIPAL			
Name		Email	Phone

PROJECT LEADER			
Name		Email	Phone

MAIN WRITER			
<i>Must be school staff</i>			
Name		Email	Phone

SCHOOL STAFF TEAM MEMBERS			
<i>At least 2 people in addition to Project Leader are required</i>			
Name		Email	Phone
Subject		Grade(s)	

SCHOOL STAFF TEAM MEMBERS (Continued)				
Name		Email		Phone
Subject			Grade(s)	
Name		Email		Phone
Subject			Grade(s)	

COMMUNITY PARTNERS (i.e. teaching artists, community organizations, volunteers)			
Name		Organization	
Email		Phone	
Name		Organization	
Email		Phone	
Name		Organization	
Email		Phone	
Name		Organization	
Email		Phone	
Name		Organization	
Email		Phone	

ELIGIBILITY GUIDELINES:

Schools with up to a total of 2 full time arts teachers may apply. (i.e., one music & one art teacher). Itinerant music teachers do not count towards this total.

_____ **My principal has reviewed this application and budget and certifies that this school has no more than a TOTAL of 2 full time arts teachers in the visual and performing arts.**

I. Identifying Needs for Arts Resources

Please state the number of **FULL TIME** teachers your school has on staff in these areas:

- Visual Arts # **full time** teachers _____
- Music # **full time** teachers _____
- Dance # **full time** teachers _____
- Drama # **full time** teachers _____
- Multimedia # **full time** teachers _____

Describe the school's current arts program(s) (visual art, music, drama, dance, multimedia arts, etc.) in **100 WORDS OR LESS** including:

- Your successes and strong programs.
- Your challenges in keeping arts in the school (i.e. loss of staff or resources).
- Any other arts program support (grants, volunteers, etc.).

Describe in **100 WORDS OR LESS** the need(s) at the school that you are attempting to address through this arts project. For example, does your school need:

- A change in school climate (i.e., issues integrating new students, conflicts between students).
- An increase in quality arts instruction.
- Increased engagement in other core subject areas through integrating arts into instruction.

II. Project Description

In **250 WORDS OR LESS** please describe **in detail** what you are going to do and how you will implement your project, including:

- Your vision/dreams for the project.
- What you hope to accomplish.
- The goals for the project—what the school and students will gain/learn from the project.
- The outcomes of the project.

School Team: In **100 WORDS OR LESS** provide names and profiles of at least 3 school staff members, who will be involved in the project, in addition to:

- Their role in the project.
- How and when you will collaborate with each other on program planning, implementation, and trouble shooting challenges.

Community Partners (At least one is required): Please describe in **250 WORDS OR LESS** which specific community partners (i.e. teaching artists, community organizations, volunteers, arts venues or organizations) are closely involved in the project, including:

- Why you are choosing your proposed partner organization or artist.
- How you will collaborate with each other on program planning, implementation, and trouble shooting challenges.

Documentation: In **100 WORDS OR LESS** detail how you will document both your progress and outcomes (written accounts, digital media, etc.) in a way that can be shared with your school and with others.

III. Spreading Awareness about Arts Education (Arts Advocacy)

Advocacy Project: Beyond the project at your school, Picasso Project builds support to strengthen arts in Philadelphia schools. Your help is needed for us to spread awareness of how important arts education is to our children, so we require grantees to carry out an advocacy component within their project. We strongly encourage you to involve your students in your advocacy activities.

Some projects involving students in 2013 included:

- Testimony to School Reform Commission
- Student-led panel on the project and arts in the community
- Student letters to City officials, City Council members, State Representatives and State Senators ([Click Here](#))
- Student interviews of City Council members and state legislators
- Student Submissions to the Artistic Rebuttal Project ([Click Here](#))
- Public Service Announcements
- Attending community event to collect signatures to send to elected officials
- Students bringing arts products (giant puppets) to City Council ([Click Here](#) & [Click Here](#))
- Media campaign- press filming instruments being locked away ([Click Here](#))
- Interviews on local media broadcasts ([Click Here](#))
- Participation in community and city-wide rallies and parades ([Click Here](#))
- Direct actions on City Council members to encourage support ([Click Here](#) & [Click Here](#))

Describe how you will build awareness and public support for arts education in **150 WORDS OR LESS** including:

- How you will spread the word about the value of the project in your school to those in decision-making positions.
- Who will take the lead in advocacy.
- Strategies used and when in the timeline it will be carried out.

The Picasso Project will give grantees training and mentoring, and we will be available to help you carry out your advocacy project.

IV. Timeline:

Please provide a specific timeline for the project in **50 WORDS OR LESS per MONTH** including:

- Planning, implementation, documentation and advocacy phases.
- Be sure to include days and weeks, if possible.

JANUARY:

FEBRUARY:

MARCH:

APRIL:

MAY:

JUNE:

V. Executive Summary

Now that you have written your application, in **150 WORDS OR LESS** please summarize it as concisely as possible while including:

- Your main vision/goals for the project.
- The main need at your school you will address with the project.
- A synopsis of the project description.
- Community partners involved.
- Your advocacy plan.

VI. Supporting Documents

- Attach a letter of intent from each involved artist or organization to the end of your application document. A template letter is available at www.pccy.org/howtoapply
- Attach a maximum of two additional documents no bigger than 1 MB (max. one page each) that provides an alternative perspective, beyond what is illustrated in your application, to help demonstrate your proposed project. Examples include photos, brochures of partner organizations and/or resumes of community-based artists that are related to your proposed project.

VII. Budget (Template on page 10)

Include a detailed budget of the project. Budget should accurately reflect project description and goals. Budget item prices must be **realistic** and need to be researched and documented. A budget template in excel will be available at www.pccy.org/howtoapply.

Financial management and liability:

Below are requirements for district managed schools. If it is a hardship for your partners to incur the expenses listed below, please include them in the "financial management and liability" section of your budget. Charter schools: please consult with your administration to find your school's requirements.

It is imperative that applicants attend a **Grant Support Workshop or Conference Call** before applying, to find the best way to manage the financial and liability aspects of your project in the easiest way for all involved. Go to www.pccy.org/howtoapply for exact dates and times and additional helpful documents.

Clearances: Ask if your desired Teaching Artist (s) and volunteers have clearances that are valid for 2014. Teaching Artists and volunteers participating in your project must have clearances before grant projects may begin.

- Federal (FBI) Criminal Background Check (\$28.75)
https://www.pa.cogentid.com/index_pdeNew.htm
- PA State Police Criminal Record Check (\$10) <https://epatch.state.pa.us/Home.jsp>
- State Child Abuse History Clearance (\$10)
http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf

Professional Liability Insurance: Ask if your desired Teaching Artist (s) have professional liability insurance

- Liability coverage is required by the School District of Philadelphia. Refer to www.pccy.org/howtoapply for more details and contact person at the district.
- Some Teaching Artists are already insured through their own policy or through an organization they are affiliated with.
- If you are using a Community Partner organization, the organization may be able to insure your artist.
- If these options are not viable, you can budget approximately \$250 for a teaching artist policy for through Nationwide Insurance Agent Richard Zeises ZEISESR@nationwide.com (215) 576-7722 or through agents they have their own connections to.

Certificates of Insurance from Field Trip Sites: Ask if your field trip site can provide an insurance certificate. These don't cost money but do take time to acquire. The district has a list of "pre-approved" field trip sites in Philadelphia that are will be available at www.pccy.org/howtoapply.

Fiscal Agent Fee: If a Community Partner organization is taking on the responsibility of insuring your teaching artists and managing the grant money, they may ask for a fee of \$250 for this service.

2014 Picasso Project Grant Budget Template for YOUR SCHOOL NAME

Expenses:

	Cost \$	Quantity	Total \$
Equipment & Documentation			
		Sub Total	
Transportation			
		Sub Total	
Supplies and Materials			
		Sub Total	
Miscellaneous			
		Sub Total	
Partners <i>examples below</i>			
<i>X independent teaching artist coming once a week for 3 hours</i>	<i>\$x/hour</i>	<i>4 weeks</i>	
<i>Tour at underground theater zone</i>	<i>\$X00</i>		
<i>X organization providing 2 teaching artists</i>			
		Sub Total	
Financial management and liability <i>examples below</i>			
<i>Clearances \$48.75 per artist if needed.</i>			
<i>Insurance \$250/ teaching artist if needed.</i>			
<i>Up to \$250 fiscal agent fee if a community partner is managing the finances and liability for your grant</i>			
		Sub Total	
EXPENSES TOTAL		Total	

Revenues:

Picasso Project Request	
Other Revenue (if any, please describe sources):	
	Sub Total
REVENUES TOTAL	Total

In-Kind Contributions:

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PICASSO GRANT APPLICATION SUBMISSION CHECKLIST

- _____ **Attend Grant Support Workshop or Conference Call**, dates for these are at www.pccy.org/howtoapply
- _____ **Contact** community partners (i.e. teaching artists, community organizations, volunteers) and potential field trip sites
- _____ **Begin** acquiring clearances, insurance policies and field trip certificates of insurance, if needed
- _____ **Save your application document** in a doc format as *YourSchoolName2014.doc*. Add the items listed below to the end of the .doc
 - _____ **Letter(s) of intent** from community partners
 - _____ **Up to two supporting documents** up to 1MB and one page each
- _____ **Save to .pdf (mac) or "Print to pdf" (PC)** as *YourSchoolName2014.pdf*
- _____ **E-mail as one .pdf document by midnight Monday, November 18, 2013** to gretchenlise@pccy.org with *Your School Name 2014* in the subject heading
- _____ **Receive confirmation** of receipt from Picasso Project by Monday, November 25, 2013. If you do not receive confirmation, please call us at 215-563-5848 x22

Note: Awardees will be announced in the week of December 15th 2013. Those not receiving a grant can request constructive feedback from the review committee. Please refer to www.pccy.org for further updates.