



Hudson County Office of
Cultural & Heritage Affairs/Tourism Development
Justice William J. Brennan Court House
Jersey City, New Jersey 07306
(201) 459-2070

**2022/2023 (22/23)
ARTS IN EDUCATION PROGRAM GRANT (AIEP): ORGANIZATIONS
APPLICATION
for programs offered between September 1, 2022 and June 31, 2023**

IF YOU NEED HELP WITH YOUR 22/23 AIEP APPLICATION:

TECHNICAL HELP (not with the application questions)?

Get in touch with Submittable - Go to: <https://www.submittable.com/help/submitter/>

QUESTIONS ABOUT THE APPLICATION QUESTIONS?

- 1) Phone: (201) 459-2070
- 2) E-mail: Rosa Mundell at rmundell@hcnj.us

Application help is available from 9 a.m. to 5:00 p.m., Monday through Friday.

GUIDELINES

Funding for this program is made available through the Hudson County Office of Cultural & Heritage Affairs/Tourism Development (HCOCHA/TD), the Hudson County Board of County Commissioners and Hudson County Executive Thomas A. DeGise.

Applications are being accepted online only from April 8, 2022 at 12:00 a.m. until 5:00 p.m. on May 6, 2022, for programs that will be offered between September 1, 2022 and June 31, 2023.

The Hudson County Office of Cultural & Heritage Affairs/Tourism Development (HCOCHA/TD) offers grants to non-profit organizations located in, and serving the residents of, Hudson County. These grants are administered through HCOCHA/TD, a unit of Hudson County government, by authority of Hudson County Executive Thomas A. DeGise and the Hudson County Board of County Commissioners.

THE APPLICATION CAN BE FOUND AT

<https://hudsoncountyofficeofculturalheritageaffairs.submittable.com/submit>
or
<https://hudsoncountyculturalaffairs.org/aiep/>

DEADLINE FOR APPLICATION

**Your application(s) must be completed and submitted ONLINE by May 6, 2022 at 5pm.
There will be no exceptions.**

**ALL APPLICANTS ARE ADVISED TO READ ALL OF THE DIRECTIONS THOROUGHLY
BEFORE BEGINNING TO FILL OUT THE APPLICATION**

GOALS

Hudson County awards competitive matching grants to organizations, based on merit and financial need, which clearly demonstrate their commitment to the arts in Hudson County by providing arts education programs and services of high artistic quality and professionalism to Hudson County Schools. Applicant organizations are expected to be administered responsibly and to propose programs that can be completed within the grant period and within the projected budget.

The purpose of the AIEP initiative is for organizations like yours to participate in an arts education program with students during the school day in the classroom setting. All Hudson County Schools will be invited to apply based on their art education needs in their schools. The art education programs will be aligned with the NJ Student Learning Standards of Visual and Performing Arts and Social Emotional Learning Framework provided by the schools applying.

Your organization may apply for up to four (4) arts education programs and may be selected to provide these programs in more than one school, however, THE MAXIMUM TOTAL YOU CAN REQUEST FOR ALL ACTIVITIES COMBINED IS \$17,500.

*****PRIORITIES FOR FUNDING*****

Special consideration will be given to proposals of quality, innovation, and merit that address the following priority issues:

- Service to underserved communities (i.e., physically challenged, developmentally challenged, culturally diverse, economically disadvantaged).

- Support of the arts in municipalities in northern and western Hudson County.
- Promoting the growth of artists, arts organizations, and arts programs in Hudson County.
- Expanding the influence of Hudson County artists to a broader sphere.

****IMPORTANT APPLICATION POINTERS****

- Please read these guidelines carefully **in their entirety**.
- As with all other grant programs, AIEP grants are awarded to support and acknowledge a meritorious proposal.
- The AIEP grant program is highly competitive. A successful applicant will have articulated the standards enumerated in the EVALUATION OF PROPOSALS CRITERIA THROUGHOUT ITS APPLICATION. Also keep in mind HCOCHA/TD's PRIORITIES FOR FUNDING.
- When composing your narrative, please consider the need your mission or project is addressing in Hudson County. Cite relevant information. Present supporting facts for stated assumptions. Use clear, understandable language (jargon or acronyms discouraged) and be brief, concise, and simple.
- Evaluation plays a critical role in the success of a program/organization. Please pay close attention to the efforts your organization has made to evaluate its programs/services. Evaluation and geographical impact data may be obtained together in an array of techniques. Please consider questionnaires, comment sheets, and statistical information when determining your evaluation plan.

ELIGIBILITY

AN ORGANIZATION THAT MEETS **ALL** OF THE FOLLOWING CRITERIA MAY APPLY IF IT:

- Is based in Hudson County, NJ/NY Metropolitan area.
- Serves the residents of Hudson County
- Has been in existence for at least one full year as of January 1, 2021.
- Has been incorporated in the State of New Jersey and is a tax exempt, non-profit organization, as approved and certified by the Internal Revenue Service (IRS) under section 501(c)(3).
- Exists primarily as an arts organization or is an organization that sponsors arts programs as a community outreach service. Libraries, schools, community organizations, and social service agencies are examples of sponsoring organizations. Sponsoring organizations are

responsible for the writing and submission of the application and will be accountable to HCOCHA/TD for the management of the funded project.

MULTIPLE APPLICATION ELIGIBILITY

ARTS, HISTORY & HERITAGE ORGANIZATIONS (organizations whose primary mission is related to the artistic realm, i.e., visual arts, music, dance, theater, literature, etc.) may apply for up to four (4) arts education programs up to a combined maximum of \$17,500.

Organizations with several divisions or agencies **may only submit one proposal** per fiscal year. If you have questions about this, please contact us.

GRANT CATEGORY

PROGRAM SUPPORT:

Maximum Request: \$17,500

Who May Apply: Arts, History and Heritage Organizations. Applicants to this category of support must demonstrate the highest artistic and administrative professionalism, with a proven multi-county impact.

Eligible Uses of Funds: General operating and programmatic costs. Up to 15% of the grant may be used toward administrative costs.

Requirements: Applicants must have at least one paid staff administrator; a proven fundraising campaign; be fiscally responsible; have an active Board of Directors or Trustees involved in the governance of the organization; and, must provide an end of program presentation or performance.

INELIGIBLE PROJECTS AND EXPENSES

AIEP grants may not be used for:

- Hospitality of food costs.
- Airline travel and hotel expenses.
- Capital improvements, such as renovation or construction.
- Purchase of equipment, including, but not limited to, phones, fax machines, computers, DVD players televisions, theatrical lights, dinner boards, cameras, etc.
- Field trips to events or cultural programs.

- Presenting performances, exhibits, and productions outside Hudson county.
- Offsetting institutional/organizational budget deficits.
- Collateral to obtain loans.
- Using as fund to lend to other organizations.
- Programs whose sole emphasis is to motivate religious, sectarian, social welfare, or health education.
- The acquisition of works of art, antiques, ephemera, etc.
- The restoration of statuary, historic property, etc.
- Parades, fashion shows, religious feasts or plays, food festivals, antique shows, etc.
- Fundraising activities or related fundraising costs.
- Cash prizes, trophies, scholarships, tuition
- For personal gain in any manner.

ALLOWABLE ADA EXPENSES

Applicants are encouraged to budget appropriate expenses to make programming accessible to as wide an audience as possible to comply with the Americans with Disabilities Act (ADA), such as, but not limited to, sign language interpreters and large print type programs. The purchase of equipment is not permitted. HCOCHA/TD offers free rentals of assistive listening devices.

AIEP REQUIRED PRELIMINARY PLANNING

Once you have been awarded with this grant, the following items must be completed **PRIOR** to the start date for each program.

- The organization must without delay reach out to the school contact once their arts education program has been selected to introduce itself and set up a pre-liminary planning meeting with the selected school(s) prior to the confirmed start date.
- The organization must provide a liaison to the school to conduct the preliminary planning meeting and to work out logistics such as location, digital capabilities, smart tv's, final presentation location, basic tools needed, etc.
- Teaching artists must meet or speak with school's teachers with whom will be participating in the program.

- The school must have basic resources required by the program in order to participate in the grant.
- The organization must have **prior approval** from the school for all aspects of the program; including things such as, working with students afterschool or off school property, if it is required for the completion of the program.
- Both school and organization must consider the school calendar and days off that occur during the schedule.
- If the school closes due to unforeseen circumstances, the school may give approval to extend the program, if requested. The organization must request and get approval from the school to extend the program, if need be.
- If the organization cancels program sessions due to unforeseen circumstances, they must contact the school and arrange for extension of the program only with the school's approval.
- Any changes made to the program timeline must be sent to the HCOCHA/TD before programming begins. Any unplanned interruptions, such as school cancelation or illness, during the program that will affect the agreed upon schedule must be sent to the HCOCHA/TD as well.
- Please be aware that you may be contacted for copies of programs, relevant news clippings, website descriptions, photos and videos for Hudson County to help promote the Arts Education Program. Organizations and schools must seek media release permission in order to include students in any news media or promotional activities.
- The HCOCHA/TD requires that organization's director and teaching artist(s), the school's teacher(s), and the students who participated in the arts education program complete digital surveys one week after the program end date.

APPLICATION QUESTIONS

Preliminary Questions 1-7: You will answer these questions one time. These questions ask for important foundational information about your organization and the proposed arts education programs for which you are seeking funds.

In Preliminary Question 1 please include overview of your organization, including its mission, targeted audience, history, governance, administration, planning and artistic distinction (i.e., what sets your group apart from others).

Narrative Questions 1 -15: You may apply for funding for up to four (4) arts education programs. The total cost of all programs combined cannot exceed \$17,500. **You will be required to answer these questions for each program you apply for.** These questions deal with the specifics about your proposed arts education program(s), including timeline for execution.

Be sure to address educational quality as well as artistic quality issues. Include support materials that document the educational quality and the artistic quality that your arts education program(s) provide. Include descriptions of the program(s) and how the programs may be modified to meet the school's needs, if necessary. Describe lesson plans, teaching tools and any "leave-behind" materials used and provided by your programs for schools and students. **Indicate how students with disabilities are considered for inclusion.**

Later in the application, in the **Documents to be Provided by Applicant** section you will be asked to attach your organization's mission statement, current list of Board of Directors or Trustees, resumes of members of your organization that will undertake your proposed arts education programs and seven (7) support materials to buttress your application which may include a brief (no longer than two minutes) presentation, actual lesson plans, curriculum, and evaluations, etc.

TIMELINE FOR EXECUTION

In the Narrative Questions for each proposed program, you will be asked to summarize the proposed timeline for execution of program-related events from start to finish and then answer specific questions related to the summary. The timeline will be determined with the arts organization in consultation with the school during the preliminary planning session prior to the start of the program. If your program is an artist residency program, please provide specifics in the description of your summary.

Example: Summary of Timeline: ABC Program recommends providing two 60 min periods/ per week for 16 weeks for a recommended maximum of 40 students. The proposed program will provide a total number of 32 periods within the proposed start and end dates. Proposed schedule is October 1, 2022 to February 15, 2023. The final performance will consist of a 30-minute class performance on the last day of the program.

Any time spent afterschool or off school property required for programming IS NOT GUARANTEED. YOU MUST HAVE THE APPROVAL OF THE SCHOOL PRIOR TO THE START OF THE PROGRAM.

BUDGET NARRATIVE AND BUDGET SUMMARY

Your **AIEP Budget Narrative** and **Budget Summary** are important because they inform the review panel about the costs of your project or the finances of your organization and the rationale for same. **PLEASE BE ADVISED THAT BOTH THE NARRATIVE AND LINE ITEM SECTIONS ARE BOTH REQUIRED FOR CONSIDERATION.**

The **AIEP Budget Narrative** is a summary of your expenses, in paragraph form, for each of your proposed arts education program that a 22/23 AIEP grant will help fund. It allows you to “put some meat on the bones,” of your budget, so to speak. If you have items designated as “other” in your budget narrative, you should enumerate them in this narrative. You will be required to detail your line items late in this application. It is advisable to keep your budget on hand when filling out this portion. Please also include as much detail as possible for the Peer Review Panel to identify your organization’s plan and programming as it relates to the budget.

PROGRAM SUPPORT NARRATIVE PARAMETERS

- Please discuss the qualifications of the full-time and/or part-time paid administrative and artistic personnel, including their longevity.
- Present an overview of the board of directors, including longevity of each member, titles, term of office, frequency of meetings, board retreats, standing committees, and how board members are cultivated and chosen to serve.
- Explain in detail the process used to develop and choose your organization’s programming.
- Indicate how students with disabilities are considered for inclusion.
- State what measurable tools are employed to evaluate the artistic excellence and student participation in all programs.
- Illustrate how your organization’s programs addresses HCOCHA/TD’s Priorities for Funding as described in the AIEP Guidelines.

The **AIEP Budget Summary** is the actual accounting of your organization’s expenses associated with your proposed program. It is important to be as specific and accurate as possible.

EVALUATION OF PROPOSALS

After all proposals have been reviewed by HCOCHA/TD staff for eligibility and guidelines compliance, the Arts in Education Review Panel will be asked to evaluate and score each proposal based upon criteria that includes the following:

- The **professional credibility** of the applicant.
- The **merit and financial need** of the project(s) proposed.
- The **artistic excellence** of past and present projects.
- The applicant **servicing the needs of its constituency** by the funds requested in its proposal.
- The applicant's presentation of a **true and fully enumerated budget** for all expenses.
- The applicant's demonstration of a **process for evaluating projects**.
- The applicant's presentation of **clear, relevant answers** to all questions.
- The applicant's demonstration of an **appropriate use** for the requested funds.
- The applicant's address of any of HCOCHA/TD's **Priorities for Funding (enumerated on Page 2 of these Guidelines)**.
- The applicant's submission of a **complete application** including all documents requested in the online application
- The applicant presenting a **barrier free, content accessible** program.

GRANT AWARD GRIEVANCE PROCEDURE

- An applicant may not appeal its grant award on the basis of disagreement with the consensus critique of its proposal.
- An applicant may not appeal its grant award if any part of its proposal contains ineligible expenses or requests that are not allowable under the guidelines.
- An applicant may not appeal its grant award based on outdated HCOCHA/TD guidelines published in prior years. New or additional information that was omitted from the submitted application may not be used as grounds for grievance.
- An applicant that can demonstrate a pattern of gross misunderstanding on the part of the grant panel, as written in the panel's consensus critique, based on the facts, information, or support materials contained in its submitted application may appeal its grant award.
- An applicant that can factually document that the consensus critique of its proposal contains actual statements of bias against race, age, religion, physical or developmental aptitude, cultural diversity, or sexual orientation, may appeal.
- An applicant that meets the grievance procedure requirements as enumerated above may submit a written appeal up to 30 days after the date on the HCOCHA/TD letter of recommended grant award and consensus critique. Appeals will not be considered after this time period. Appeals by telephone will not be answered. Appeals that meet the grievance procedure requirements will be reviewed by HCOCHA/TD. Applicants will receive a written response from HCOCHA/TD with appropriate action, if any, no later than thirty after the appeals due date.

SITE EVALUATIONS

Representatives of HCOCHA/TD will make site visits to funded programs at the schools during the final program presentation or performance. Staff will complete an HCOCHA/TD site evaluation report, which includes fulfillment of the funded project, ADA compliance, student response, and an assessment of the quality of the project.

ADA ACCESSIBILITY

The Americans with Disabilities Act (ADA), signed into Federal law in 1990, requires that all public programs and services be made accessible to all people, regardless of their physical or developmental challenges. The State/County Partnership Arts Grant Program supports and enforces this law. Indicate how students with disabilities are considered for inclusion.

ANNOUNCEMENT OF AWARDS; PAYMENTS

AIEP grant awards are announced by letter. Grant funds are disbursed, **after** receiving properly completed and signed contracts and payment vouchers, as follows:

- **50% after** HCOCHA/TD's receipt of the county contracts and vouchers signed by the awardee. **NO FUNDS WILL BE DISPERSED UNTIL HCOCHA/TD IS IN RECEIPT OF AN ORGANIZATION'S SIGNED 22/23 AIEP CONTRACTS.**
- **50% after** receipt of the final report, surveys and final payment vouchers after completion of the project.

FINALLY...

FINAL REPORT

All AIEP grant recipients must submit a final report and surveys to HCOCHA/TD at a date designated by HCOCHA/TD staff.

1. Grant recipients must adhere to the proposal approved in the original application. If any changes are to be made to the proposal, recipients must notify HCOCHA/TD in writing, in advance of the program start date, for approval.

*****2. Grant recipients must keep records of the number of students who are served by their programs.**

3. Applicants must provide all the materials pertaining to their category as requested in the guidelines.

4. All AIEP grant recipients must provide at least two (2) digital photos documenting the funded programming with their final reports. They can be attached to the electronic application. These photos are required by the HCOCHA/TD and may be used for promotional purposes.

HELPFUL WEBSITES AND RESOURCES FOR ADA PLANS

A terrific pamphlet that frankly discusses interacting with people with disabilities called “Disability Etiquette,” published by United Spinal Association is available at <https://www.unitedspinal.org/pdf/DisabilityEtiquette.pdf>

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