



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):
SCHOOLS & SCHOOL DISTRICTS PROGRAMMING
offered between September 1, 2022 and June 31, 2023

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 June 6, 2022 at 5pm.

There will be no exceptions.

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

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 May 11, 2022 at 12:00 Midnight until 5:00 p.m. on June 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.

GOALS

The purpose of the Arts in Education Program (AIEP) grant initiative is to build a bridge between local non-profit arts organizations and the schools of Hudson County to increase students' access to quality art education programs that may not be offered in their schools. These organizations will partner with schools to allow students to have access to a variety of artistic disciplines during the school day in a classroom setting. In a different application, local non-profit arts organizations have applied for funds, to be provided by Hudson County government, to help pay for their arts education programs. The funds are provided directly to the organizations.

All public schools located in Hudson County are eligible to apply for this grant program. You may apply for your individual school or you may apply on behalf of your public school district. If you are applying on behalf of your school district, you may apply for multiple schools in your district by filling out a separate application for each school in which you wish to have a 2022/23 Arts in Education Program. (If you are a school district applying for multiple schools, the school district information in subsequent applications will populate when you start to type, averting the need to retype the information again.)

You may apply for up to three (3) programs for each school.

The number of program(s) your school will be able to host through the Arts in Education initiative will depend on several factors, including “matching” your school with arts organizations(s) that can meet the needs of your request(s).

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 schools and school districts are expected to be administered responsibly and to host programs that can be completed within the grant period and within the projected budget.

PRIORITIES FOR FUNDING

Special consideration will be given to requests for art education programs that address the following priority issues:

- Benefit to students with low access to arts education within their schools.
- Promoting the personal growth of students through the arts.
- Bolstering and increasing arts education programs in Hudson County.

****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 REQUESTS CRITERIA throughout its application. Also keep in mind HCOCHA/TD's PRIORITIES FOR FUNDING.
- When composing your narrative, please consider the need your school is addressing. 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. 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 application.

ELIGIBILITY

Who May Apply: All Public Schools located in Hudson County that serve the residents of Hudson County which includes **charter schools, public school districts and county schools district**. School districts may apply for more than one school in their district by filling out a separate application for each school.

AIEP PRELIMINARY PLANNING AND PROGRAM REQUIREMENTS

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

- Once their arts education program partner organization(s) has been selected, the school must **without delay** reach out to the organization contact to introduce itself and set up a pre-liminary planning meeting prior to the confirmed start date of the program.

- The school must provide a liaison to the organization to conduct the preliminary planning meeting and to work out logistics such as location, digital capabilities, smart televisions and other technological needs, final presentation location, basic tools needed, etc.
- School teacher(s) must meet or speak with organization's teaching artists with whom will be participating in the program prior to the start date.
- 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 after school or off school property, if it is required for the completion of the program.
- Both school and organization(s) must consider the school calendar and days off that occur during the schedule when planning the timeframe of the program.
- If the school closes due to unforeseen circumstances, the school may give approval to extend the program, if requested. The school must request and get approval from the organization to extend the program, if need be.
- If the organization cancels program sessions due to unforeseen circumstances, they must contact the school. The organization must request and get approval from the school to extend the program, if need be.
- **Any changes made to the program timeframe must be addressed with HCOCHA/TD before programming begins. Any unplanned interruptions during the program, such as school or organization cancelation/illness that will affect the agreed upon schedule, must be addressed with HCOCHA/TD as well.**
- The program(s) will include an **end of program presentation/performance**. HCOCHA/TD will make a program visit/evaluation on that day.
- 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**.
- Please be aware that you may be contacted for copies of programs, relevant news clippings, website descriptions, photos and videos to assist Hudson County in promoting the Arts in Education Program. Organizations and schools must seek media release permission in

order to include students in any news media or promotional activities related to the arts education program.

APPLICATION QUESTIONS

You will have the option of applying for an individual school or on behalf of a school district. If you choose school district you will be prompted to the School District Information and Profile section to fill in information about your school district in addition to the School Information and Profile for each individual school. (If you are a school district applying for multiple schools, the school district information in subsequent applications will populate when you start to type, averting the need to retype the information again.)

After you complete the informational questions you will be asked to choose how many programs you would like to apply for. You may apply for up to three (3) different programs per school based on the needs of the school described in the School Information and Profile section.

Once you choose the number of programs, you will be prompted to answer application questions 1 through 6 which include selecting grade level; discipline of the arts education program(s) you are requesting; a timeframe for which the program can take place; the Student Learning Standards for Visual and Performing Arts and Social Emotional Learning that you would like the program to address. (The Student Learning Standards for Visual and Performing Arts and Social Emotional Learning can be found at:

https://njartsstandards.org/sites/default/files/2020-06/NJSLS_VPA_INTRODUCTION.pdf.)

In addition to the above, we have included a roster of arts organizations that been selected to participate in AIEP through an earlier application process. You may select more than one organization that you would like to partner with. Finally, since there are limited resources to fund these programs and costs may vary depending upon the program scope, we request that you include an amount that your school would be able to contribute, if any.

EVALUATION OF PROGRAM REQUESTS

After all applications 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 **merit** of the request.
- The applicant's demonstration of **servicing the needs of its students**.
- The applicant's demonstration of **a process for choosing your school's programming needs**.

- The applicant’s presentation of **clear, relevant answers** to all questions.
- The applicant’s submission of a **complete application** including all documents requested in the online application.
- The applicant presenting a **barrier free, accessible** program.

PROGRAM EVALUATIONS

Representatives of HCOCHA/TD will visit the school to observe and evaluate the funded programs during the final program presentation or performance. Staff will complete a program evaluation report, which will include fulfillment of the funded project, teacher and 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. HCOCHA/TD supports and enforces this law.

ANNOUNCEMENT OF AWARDS

You will be informed of your participation in AIEP by letter.

FINALLY...

- **All AIEP participating schools must submit completed digital surveys one week after the program end date.**
- **Participating schools must keep records of the number of students who are served by their programs.**

IF YOU NEED HELP WITH YOUR 22/23 AIEP Grant 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: rmundell@hcnj.us

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