



COUNTY OF HUDSON
OFFICE OF CULTURAL & HERITAGE AFFAIRS/
TOURISM DEVELOPMENT
JUSTICE WILLIAM BRENNAN COURT HOUSE
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JERSEY CITY, NEW JERSEY 07306
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School Year (SY) 2024-'25 ARTS IN EDUCATION PROGRAM (AiEP) GRANT for ORGANIZATIONS APPLICATION GUIDELINES

for programs to be offered between September 1, 2024, and June 31, 2025

Application Open: February 5, 2024, 12:00 am
Application Deadline: March 4, 2024, 5:00 pm
Maximum Amount: \$7,000.00

Applicants: Non-profit organizations whose primary mission is related to the arts and arts in education realm (i.e., visual arts, music, dance, theater, media arts, literature, etc.) and is based in Hudson County, New Jersey/NY Metropolitan Area.

Location: Proposed programs must take place in a participating AiEP SY 2024-'25 APPLICANT SCHOOL(s) in grades P-12, that are based in Hudson County, NJ (public and public charter schools). All programs proposed must take place within the school(s)'s building(s) during school hours and in collaboration with the SCHOOL, where teaching artist(s) work collaboratively and are supported by the schoolteacher(s) who will be present in the classroom to help connect the program to the curriculum goals of the school.

Program Period: September 1, 2024 – June 31, 2025 (Program Period is based on Hudson County Public Schools Calendar Year 2024-'25).

AiEP PROGRAM DETAILS

The Hudson County Office of Cultural & Heritage Affairs/Tourism Development (HCOCHA/TD) offers grants to non-profit arts 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 Craig Guy and the Hudson County Board of County Commissioners. AiEP grants are funded by the Hudson County government.

The AiEP grant for ORGANIZATIONS offers competitive matching grants to non-profit organizations, based on merit and financial need, which clearly demonstrate their commitment to providing arts in education programming to Hudson County public schools, including public charter schools, by providing arts in education programs and services of high artistic quality and professionalism. Applicant organizations programs 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 this grant is to build a bridge between local non-profit arts organizations and the schools in the 12 municipalities of Hudson County to increase students' access to quality arts education programs that may not be offered in their schools. These organizations partner with schools to allow students to have access to a variety of artistic disciplines during the school day in the classroom setting. The programs will enhance and integrate arts in education programming in schools aligning with the NJ Student Learning Standards for Visual and Performing Arts ([NJSLS-VPA](#)) and Social Emotional Learning ([SEL](#)) Framework standards of each school applicant.

Non-profit arts organizations apply FIRST on the AiEP GRANT APPLICATION for ORGANIZATIONS. Hudson County Schools are then invited to apply on the AiEP GRANT APPLICATION for SCHOOLS & SCHOOL DISTRICTS in which a description of the Organization's Proposed Programs will be listed. **The ORGANIZATIONS will then be awarded funds to COLLABORATE with the applicant SCHOOLS chosen, based on the prioritized needs of the schools, the guidelines of the application, and the amount of funding available.**

You may propose one or more UNIQUE programs.

- **Each UNIQUE program REQUIRES a SEPARATE APPLICATION.**
- **YOU MUST NAME EACH APPLICATION WITH THE PROGRAM NAME THAT IS PROPOSED IN THAT APPLICATION. THIS PROGRAM NAME IS IMPORTANT BECAUSE IT WILL BE HOW EACH APPLICATION IS IDENTIFIED.**
- **THE PROGRAM NAME AND PROGRAM SUMMARY FOR EACH UNIQUE PROGRAM THAT YOU PROVIDE IN THIS APPLICATION WILL THEN BE INCLUDED VER BATIM ON THE AiEP APPLICATION FOR SCHOOLS.**
- **All Programs are not guaranteed to be selected and you are not guaranteed to be awarded the full amount of each of your requests.**

PROGRAM PRIORITIES AND REQUIREMENTS

Priorities for Funding

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

- Programs that center learners: of varying abilities; in non-traditional academic programs; of culturally diverse or of “economically disadvantaged” in underserved communities.
- Support of the arts in municipalities in northern and western municipalities of Hudson County.
- Promote the growth of artists, arts organizations, and educational arts programs serving students grades PreK to 12 in Hudson County.
- Expand the influence of Hudson County artists and students to a broader sphere.
- Programs that authentically match students and school populations with teaching artists from shared cultural backgrounds and experiences.

- Programs that are flexible and can be provided to a variable number of students and within a variable amount of time within the program period.

Program Requirements

- PreK-12 In-School Programs which might include artist residencies, arts integration programs, community engagement programs, school enhancement programs that will align with the school’s curriculum, **no afterschool or summer programs will be funded by this grant.**
- Programs must include drafted lesson plans with clearly stated learning goals, intended outcomes, and a means for evaluation.
- Programs must include a minimum of 5 total contact sessions with a teaching artist and occur at least one time per week with a distinct group of learners.
- Each program **MUST** include a “**Final Program Presentation**” which may be an informal or formal performance, showcase, sharing, or some type of culmination of the program with the students which will take place on an agreed upon “**END**” Date. Staff will complete an HCOCHA/TD site visit, to evaluate fulfillment of the funded project, student response, teacher response and feedback collection as assessment of the quality of the program.

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, 2023.
- Exists primarily as an arts organization and is 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).

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 to receive programming during the 2024-'25 School Year.

****IMPORTANT APPLICANT POINTERS****

- **Please read these guidelines carefully in their entirety before you begin the application online.**
- 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 impact data may be obtained together in an array of techniques. Please consider pre- and post-surveys, examinations,

questionnaires, comment sheets, and statistical information when determining your evaluation and assessment of the impact on students and measuring the success of your arts in education programming.

PRELIMINARY PLANNING AGREEMENT (PPA) for ORGANIZATIONS

Once your ORGANIZATION is awarded an AiEP Program grant, the following agreement will be attached to your award letter.

Please READ this document in its entirety BEFORE you schedule your first Preliminary Planning Meeting with the SCHOOL(s). **AFTER** you have conducted your initial Preliminary Planning Meeting(s) with the school(s) and have confirmed a timeline and logistics for your program, you will then fill in details on **ATTACHMENT A** with **ACTUAL DATES** for programming.

- The SCHOOL and ORGANIZATION must without delay reach out to each other to discuss the proposed program and set up a Preliminary Planning Meeting prior to the start of the school year this September 2024.
- The ORGANIZATIONS must provide a liaison to the SCHOOL to conduct the preliminary planning meeting and to work out all logistics available for the program, such as location, digital capabilities, smart tv's, final presentation location, basic tools needed, supplies, etc. Schools and organizations will provide basic equipment to the best of their ability.
- The SCHOOL liaison along with teachers who will be participating in the classroom must be introduced and meet with Artistic Directors AND teaching artist(s) from the ORGANIZATION **PRIOR** to the START DATE in order for the organization's teaching artist to collaborate with the teacher present in the classroom.
- Artistic Directors and teaching artist(s) from the ORGANIZATION must be introduced and meet or speak with School Administrators/Schoolteacher(s) prior to the START DATE agreed upon.
- The ORGANIZATION **MUST have prior approval** from the SCHOOL for ALL aspects of the program; including things such as, working with students during afterschool hours or that include taking students off school property if it is required for the completion of the arts in education program. These permissions are not guaranteed
- Both SCHOOL and ORGANIZATION **must** consider the School Calendar and Scheduled abbreviated days and School Closings that occur per each individual school's schedule when scheduling the program TIMELINE..
- If the school closes due to unforeseen circumstances, the SCHOOL may give approval to extend the program, however, the ORGANIZATION **MUST request and receive APPROVAL** from the school to schedule the extension of the program beyond the proposed **END DATE** agreed upon within the Preliminary Planning Agreement. **Any changes must be sent in writing to HCOCHA/TD for funding purposes.**
- If the ORGANIZATION misses or cancels a program session due to unforeseen circumstances, the ORGANIZATION **MUST contact the SCHOOL ASAP and request extension of the program** and **ONLY** with the school's approval may schedule that session on a day that is approved by the SCHOOL **Any changes must be sent in writing to HCOCHA/TD for funding purposes.**
- ANY other changes made to the program schedule once the PPA from the ORGANIZATION and SCHOOL has been signed and turned into the HCOCHA/TD **must be sent in writing via email to the HCOCHA/TD for funding purposes.**

- Any other unplanned interruptions, such as school cancelation or illness, during the program that will affect the agreed upon schedule **must be sent in writing to the HCOCHA/TD for funding purposes.**
- The “Final Program Presentation” is required which may include an informal presentation/performance, showcase, sharing, etc. to culminate the program with the students on the agreed upon **END DATE** of the program and submit a **Final Report**. Be sure to arrange for the space with the School in your **FIRST** meeting, e.g. If you would like to schedule an auditorium/black box theatre, you must make those arrangements with the **SCHOOL** during that planning session.
- The HCOCHA/TD requires that the ORGANIZATION is responsible to distribute a digital AiEP Organization Survey to all teaching artists who participate in the program to be completed **within 1 week AFTER the program “Final Presentation” or END DATE**. All surveys must be received prior to **Final Payment of funds to the ORGANIZATION**.
- The HCOCHA/TD requires that the SCHOOL is responsible to distribute 2 surveys: 1) AiEP STUDENT Surveys (post surveys distributed by the SCHOOL liaison or schoolteacher to the students); and 2) AiEP SCHOOL Survey to be distributed to all schoolteachers who participate in the program. Both surveys are to be completed **within 1 week AFTER the program “Final Presentation” or END DATE**.
- 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 Hudson County Arts in Education Program. **ORGANIZATIONS and SCHOOLS must seek media release permission to include students and teaching artists in any news media, social media, or promotional activities.**
- Once you are partnered with a SCHOOL, the ORGANIZATION is responsible for providing the SCHOOL or SCHOOL DISTRICT with **REQUIRED DOCUMENTATION/MATERIALS requested by each INDIVIDUAL SCHOOL or SCHOOL DISTRICT in order to work with students in their buildings**. This may include, but not limited to, NJ STATE FINGERPRINTING/BACKGROUND CHECK, LIABILITY INSURANCE, VENDOR CONTRACTS, etc. for your ORGANIZATION and ALL STAFF that will be working directly with students in the school setting.

By signing below, you agree to the terms and conditions of the Hudson County AiEP Program Grant PRELIMINARY PLANNING AGREEMENT for ORGANIZATIONS AND have attached a **COMPLETED ATTACHEMENT A: PROGRAM DETAILS (ORGANIZATION)**.

(SAMPLE)

(SAMPLE)

Please Sign Name Here

Please Sign Name Here

Gina Hulings, Director

Please Print Name & Title Here

Hudson County Office of Cultural & Heritage Affairs/ Tourism Development

Please Print ORGANIZATION Name Here

**ATTACHMENT A
PROGRAM DETAILS (ORGANIZATION)**

	Program 1	Program 2	Program 3	Program 4
SCHOOL Contact Person:				
SCHOOL Contact email:				
Program Name: (from application)				
START/END Dates				
Grade Level(s)				
Total Number of Students				
Total Number of Classes per grade				
TIMELINE: <i>Example- Two (2), 40 min sessions, Two (2) x per week for 3 Three (3) weeks</i>				
Total Number of Sessions (up to 1hr)				
Additional information:				

GRANT CATEGORY: PROGRAM SUPPORT

Maximum Request per Proposed Program is: \$7,000.00

For each proposed program you will be prompted on the application to submit a detailed Projected AiEP Expenses Sheet along with a Budget Narrative to summarize use of the funds that support each program.

Eligible Uses of Funds: Programmatic costs. Up to 15% of the grant may be used toward administrative costs.

Other 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

INELIGIBLE USE 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, computers, televisions, theatrical lights, dinner boards, cameras.
- 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 students with disabilities 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 as an allowable ADA expense; HCOCHA/TD offers free rentals of assistive listening devices.

THE APPLICATION CAN BE FOUND AT
<https://hudsoncountyculturalaffairs.org/aiep/>

OR

<https://hcnj.smapply.org>

beginning on Monday, February 5, 2024, at 12:00AM

DEADLINE - MARCH 4, 2024, at 5:00PM.

Your application must be completed and submitted ONLINE

There will be no exceptions.

APPLICATION QUESTIONS

Charity Verification: You must enter a valid EIN number to proceed. (see Eligibility Requirements on Page 2)

ORGANIZATION PROFILE & PRELIMINARY QUESTIONS:

Required Documentation: Must be uploaded to proceed.

- **New Jersey Certificate of Non-Profit Incorporation.** (If you are not based in NJ, you may upload a NJ Business Registration Certificate (NJ-BRC). If you do not have one you will have the opportunity in the application to click on information about the NJ-BRC and how to obtain one.
- **IRS 501(c)(3) non-profit designation letter.**
- **IRS Form W-9 (Request for Taxpayer Identification Number and Certification)**
- **Click [Russia-Belarus and Iran Investment - Model Combined Certificate Document.pdf](#) - You will be required to print this document, fill out, sign, and then upload your completed document within the application.**
- **Organization Mission Statement**
- **Current List of your organization's Board of Directors or Trustees**

Preliminary Questions: These questions ask for important foundational information about your organization and the proposed arts in education programs for which you are seeking funds. You will be asked to provide an overview of your organization, including targeted audience, history, governance, administration, planning, and artistic distinction (i.e., what sets your group apart from others)/ You will also be asked to include what experiences you have had working with young people and to what extent you have worked with students in a school setting in grades PreK through 12. If you are going to apply for an additional program(s), these responses will automatically populate in your next application.

PROGRAM SUPPORT NARRATIVE PARAMETERS

- Please discuss the qualifications of the full-time and/or part-time paid administrative and artistic personnel, including their longevity. You will be required to upload a sampling of resumes for your teaching artists that will work directly with students in each of the proposed programs.

- 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 artistic excellence and student participation in all programs.
- Illustrate how your organization’s program(s) address HCOCHA/TD’s Priorities for Funding listed on page 2 of these guidelines.

PROGRAM DETAILS QUESTIONS:

If you are applying for multiple programs, **be sure to give distinct responses to these questions specific to each proposed program application.** You will describe program goals, student outcomes, student assessment. Be sure to address educational quality as well as artistic quality issues and how you will measure success.

You must describe your Timeline, session by session or week by week, from start to end in this section. Timelines are subject to change based on the needs of the school; please state how you are able to be flexible without impacting the budget proposed or the quality of programming. Take into consideration a preliminary planning period prior to the start of your program that you will need to schedule the programming in advance as well as planning for a final showcase/presentation/unveiling/sharing to take place in collaboration with the school during your preliminary planning meetings.

You will indicate the maximum number of sessions (up to 1 HR) included in your budget and the maximum number of students you may include in each program describe ways in which you can be flexible if the needs of a school happen to change.

You will also describe the culminating activity or “**Final Presentation**”. Proposed lesson plans are uploaded here and when you propose several grade levels, you will be prompted to give a brief description of how the program is developmentally appropriate at each level.

Make sure to give specific examples of 1) *how students with all abilities are considered for inclusion in each program, and 2) your past work with students of specific learning disabilities if applicable. Be sure to address educational quality as well as artistic quality issues and how you will collaborate with the SCHOOLS to align the program goals with the [NJ-SLSVPA](#) and [NJ SEL Framework standards](#).*

PROGRAM BUDGET QUESTIONS:

AiEP BUDGET QUESTIONS AND PROJECTED AiEP EXPENSES are important because they inform the review panel about the costs of your program or the finances of your organization and the rationale for same. **PLEASE BE ADVISED THAT BOTH THE NARRATIVE AND EXPENSE SHEET SECTIONS ARE REQUIRED FOR CONSIDERATION AND MUST MATCH.**

The **AiEP Budget Narrative** is a summary of your expenses, in paragraph form, for each of your proposed arts in education program expenses that an 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 in a spreadsheet later 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.

The **AiEP Projected Program Expenses** 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. The final total will be calculated based on the amounts you enter into each line item.

Required Supporting Documents:

- **Artistic Work Samples**
- **Five (5) support materials to buttress your application which may include, but not limited to the following: a brief (no longer than two minutes) video presentation, weblinks, letter(s) of Support/Partnership, description of teaching tools, and any examples of “leave behind” materials.**

FOR HELP WITH YOUR SY 2024-‘25 AiEP GRANT APPLICATION

For TECHNICAL HELP with

Survey Monkey APPLY or Technical Issues with the site:

See the Help Menu in the application. You must Register on Survey Monkey Apply to gain access to the application. Customer Service is available Mon-Fri 8am-8pm EST & Sun 10am-2pm EST.

QUESTIONS ABOUT THE APPLICATION QUESTIONS?

Phone: (201) 459-2070 or email: grants@hcnj.us
between 9am and 5pm, Mon-Fri.

EVALUATION OF PROPOSALS

After all proposals have been reviewed by HCOCHA/TD staff for eligibility and guidelines compliance, the Arts in Education Peer 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 **serves 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 students learning outcomes based on goals of the proposed programs.**
- 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 (listed on Page 3 of these guidelines).**

- The applicant’s submission of a **complete application** including all documents requested in the online application.
- The applicant presents a **barrier free, accessible** program.
- The applicant presents **how students with disabilities and/or learning differences will be included and supported in the proposed program.**

GRANT AWARD GRIEVANCE PROCEDURE

- An applicant may not appeal against its grant award based on disagreement with the consensus critique of its proposal.
- An applicant may not appeal against 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 for 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. Appeals made by telephone will not be accepted. 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.

ACCESSIBILITY

The Americans with Disabilities Act ([ADA](#)), signed into Federal law in 1990, as amended, 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. **You must indicate how students with disabilities and/or learning differences are considered for inclusion.**

ANNOUNCEMENT OF AWARDS; PAYMENTS

AiEP grant awards are announced by letter via email. Grant funds are disbursed, as follow:

- **Fifty Percent (50%) BEFORE** the Program STARTS IN THE SCHOOL, **provided HCOCHA/TD is in receipt of ALL of the following:**
 - the PPA from BOTH Organization and School(s) with **ACTUAL START/END DATES** and details completed on ATTACHMENT A of each respective PPA Agreement.
 - The details on ATTACHMENT A submitted by the Organization **MUST AGREE** with the details on ATTACHEMENT A submitted by the school(s).

- HCOCHA/TD must receive your first invoice indicating the PROGRAM NAME, SCHOOL NAME, and **ACTUAL START/END DATES** at least 60 days PRIOR to the ACTUAL START DATE in order to receive your first payment before you enter the school.*

***ORGANIZATIONS ARE NOT PERMITTED TO ENTER A SCHOOL TO PROVIDE THE AiEP PROGRAM UNTIL THE PPA(S) FROM BOTH ORGANIZATION AND SCHOOL ARE RECEIVED AND ALL DETAILS AGREE.**

- **Fifty percent (50%) AFTER** the CONFIRMED END DATE, provided that HCOCHA/TD is in receipt of ALL of the following:
 - The Final Invoice indicating the PROGRAM NAME, SCHOOL NAME, and **ACTUAL** END DATE.
 - All required AiEP Surveys and/or Final Reports are received by HCOCHA/TD.

IF THERE IS A DELAY IN YOUR START OR END DATE, YOU MUST NOTIFY HCOCHA/TD IMMEDIATELY VIA EMAIL.

FINAL AiEP SURVEYS/REPORTS

All AiEP Organization grant recipients must submit **AiEP grant Final Surveys** to HCOCHA/TD **within 1 week of the Final Presentation**. All AiEP Organizations & School grantees will be notified via email to complete AiEP Final Organization, School, and Student Surveys once the **Final Presentation** has been confirmed.

A **Final report** may be requested upon completion of the programming which will include, but not limited to **Actual Total Number of students, Actual Total Number of sessions provided, Amount of prep time, Actual Expenses, and a DISCUSSION on any of the following topics:** List of highlights of the program. List any improvements that can be made in the future. List any unforeseen circumstances and how you managed them. List of goals agreed upon by organization and school to meet the criteria of the AiEP grant. Digital media videos/photos of examples of works created or presented by students as part of the programming and any videos/photos used by your organization to promote your organization that includes the AiEP program funded by HCOCHA/TD grant.

LASTLY...

- 1. Grant recipients must reach out directly to selected SCHOOL ASAP to begin Preliminary Planning BEFORE THE SCHOOL YEAR BEGINS IN SEPT 2024. AFTER ALL details are agreed upon during your preliminary planning period including the **ACTUAL** START/END DATES and schedule, then you will submit your PPA with a COMPLETED ATTACHMENT A. The ORGANIZATION will also complete a PPA for SCHOOLS with a COMPLETED ATTACHEMENT A. If these do not match, you will be notified.**
- 2. Grant recipients must keep records of the total NUMBER OF STUDENTS who are served by their programs in each grade level.**
- 3. Applicants must provide ALL documents/materials requested in this application pertaining to these guidelines. Additionally, once you are partnered with a PUBLIC SCHOOL, YOU ARE RESPONSIBLE FOR PROVIDING THE SCHOOL or SCHOOL DISTRICT with REQUIRED DOCUMENTATION/MATERIALS REQUESTED BY EACH INDIVIDUAL SCHOOL or SCHOOL DISTRICT in order to work with students in their buildings. THIS MAY INCLUDE, BUT NOT**

LIMITED TO, NJ STATE FINGERPRINTING/BACKGROUND CHECK, LIABILITY INSURANCE, VENDOR CONTRACTS for your ORGANIZATION AND ALL STAFF THAT WILL BE WORKING DIRECTLY WITH STUDENTS IN THE SCHOOL SETTING.

