



COUNTY OF HUDSON
OFFICE OF CULTURAL & HERITAGE AFFAIRS/
TOURISM DEVELOPMENT
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School Year (SY) 2024-'25 ARTS IN EDUCATION PROGRAM (AiEP) GRANT for SCHOOLS & SCHOOL DISTRICTS APPLICATION GUIDELINES

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

Application Open: March 18, 2024, at 12:00am

Application Deadline: April 22, 2024, at 5:00pm

Applicants: Public Schools, Charter Schools, School Districts, located in Hudson County, New Jersey. **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 grant period.

Location: Proposed programs must take place in a participating AiEP SY 2024-'25 APPLICANT SCHOOL(s) in grades PreK-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 the Hudson County Public School Calendar Year).

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.**

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-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 lessons 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 on page 2.
- When composing your narrative, please consider the need your mission or project is addressing in your School(s) located 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 an arts in education program. Please pay close attention to the efforts your school or school district has made to evaluate its programs. Evaluation and impact data may be obtained together in an array of techniques. Please indicate your techniques for evaluating the impact of programs in you arts in education program; for example, pre- and post-surveys, examinations, questionnaires, comment sheets, and statistical information, when describing your evaluation and assessment of the impact on students and measuring the success of your arts in education programming.

REQUIRED PRELIMINARY PLANNING AGREEMENT for SCHOOLS & SCHOOL DISTRICTS

Once your SCHOOL 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 an ORGANIZATION. **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 SCHOOL APPLICANT must provide a liaison to the ORGANIZATION 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 ORGANIZATION 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 an ORGANIZATION, the SCHOOL or SCHOOL DISTRICT is **responsible for providing the ORGANIZATION(s) with ALL REQUIRED DOCUMENTATION/MATERIALS in order to work with students in their buildings PRIOR TO SCHEDULING PROGRAMMING, during your Preliminary Planning Meetings.** This may include, but not limited to, NJ STATE FINGERPRINTING/BACKGROUND CHECK, LIABILITY INSURANCE, VENDOR CONTRACTS, etc. for the 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 Arts AiEP Grant PRELIMINARY PLANNING AGREEMENT for SCHOOLS & SCHOOL DISTRICTS **AND HAVE ATTACHED a completed ATTACHMENT A: Program Details (SCHOOLS & SCHOOL DISTRICTS).**

Please Sign Name Here

Gina Hulings, Director

Please Sign Name Here

Please Print Name & Title Here

Hudson County Office of Cultural & Heritage Affairs/ Tourism Development

Please Print SCHOOL or SCHOOL DISTRICT Name Here

**ATTACHMENT A
PROGRAM DETAILS (SCHOOLS & SCHOOL DISTRICTS)**

	Program 1	Program 2	Program 3
ORGANIZATION Name:			
ORG Contact:			
Program Name (listed on Award Letter):			
START/END Dates			
Grade Level			
Total Number of Students			
Total Number of Classes per grade			
Timeline: <i>Example-</i> Two (2), 40 min sessions, Two (2) x per week for 3 Three (3) weeks			
Total Number of Sessions (up to 1hr)			
Additional Information: (e.g. school contacts)			

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

OR

<https://hcnj.smapply.org>

beginning on MARCH 18, 2024, at 12:00am

DEADLINE – APRIL 22, 2024, at 5:00pm

Your application must be completed and submitted ONLINE

There will be no exceptions.

APPLICATION QUESTIONS

SCHOOL INFORMATION & PROFILE QUESTIONS:

You will be asked to apply as an **INDIVIDUAL SCHOOL** (one school) or as a **SCHOOL DISTRICT** (multiple schools) on behalf of your district. Then you will answer a series of questions about your school or your district regarding the types of arts in education programming that your school/district offers currently and the types of arts in education programs that you would like your students to have access to. We also ask for the total amount of financial resources that your school may be able to contribute to this program, however, this is not required. **Please be aware that the actual funding dollars are awarded to the Organizations that applied in the first AiEP Grant Application for ORGANIZATIONS to COLLABORATE with your school to provide their programming.**

If you are a District Supervisor and applying on behalf of only one school, you will apply as an **INDIVIDUAL SCHOOL** and follow those instructions.

If you are a District Supervisor and would like to apply on behalf of several schools in your district you will choose **SCHOOL DISTRICT**.

An **INDIVIDUAL SCHOOL** applicant may choose up to three (3) arts in education programs.

A **SCHOOL DISTRICT** applicant may choose up to **5** schools and for each school then choose up to three (3) arts in education programs for each school for a total of 15 programs. **YOU MAY CHOOSE ONE PROGRAM MORE THAN ONE TIME FOR MORE THAN ONE SCHOOL.** We ask that you are sensitive to the number of schools and programs that you choose as the SCHOOL will be committing time to coordinating the programs with the ORGANIZATIONS that are chosen.

PROGRAM QUESTIONS:

In this section you will be asked to answer a few questions based on the needs of your Individual SCHOOL or SCHOOL District.

- The **municipality** that your school or school district is located in within Hudson County.
- The **grade level(s)** in your school or school district that you would feel there is a need to increase arts in education programming access with this grant.

- One or more of the following **arts disciplines**: Dance, English Language Arts/Theatre, Media Arts, Music, STEAM, Theater, Visual Arts.

Based on those answers, a list of available programs will be auto populated. If there are NO PROGRAMS listed then, there are no programs that match the selections you made. However, you may go back up to the grade levels and categories questions and change your answers to create additional searches. If you wish to see a complete list of ALL programs available in your municipality, you may choose ALL grades and ALL arts disciplines.

The list will include the following information for each program:

Program Name	Intro to Ceramics
Organization	ABC Arts
Description	Brief Description of program provided by the Organization
Arts Discipline	Visual Arts
Grade Levels	5, 6, 7
# of Proposed In-Class Sessions	20

After you have reviewed all of the Program Descriptions, you may choose UP TO three (3) Programs in Priority Order. We ask that you prioritize, because you are not guaranteed to be awarded with the first program you choose. Note that you may be awarded one or more programs as well based on need and funding. Additionally, if you are applying on behalf of more than one school, you may choose the same programs for more than one school.

We RECOMMEND that you COPY and PASTE the Program Names from the list to the chart given after you select the number of programs. Once that is completed you will then be prompted to enter the grade level(s) and number of classes for each of your prioritized programs. For GRADE LEVEL you must refer back to your Program Selection in the list to see if the grade level is available in the Program Description. The number of CLASSES refers to the number of classes in that grade level in your school. For example, if you are requesting the “Intro to Ceramics” Program in the Sample above and you would like to request 6th and 7th grades in your school, then you would tell us that you have two (2), 6th grade classes, and (2), 7th grade classes.

We will also ask for an “ideal TIME-LINE” that you would like to plan for the program to take place, however, this is not a guarantee, and you must first consult with the ORGANIZATION after you are awarded with the grant to SCHEDULE a timeline that will work for BOTH you and the ORGANIZATION during the GRANT PERIOD. YOU MUST CONTACT THE ORGANIZATION AS SOON AS POSSIBLE TO SCHEDULE A PRELIMINARY PLANNING MEETING TO DISCUSS ALL THE LOGISTICS AND A SCHEDULE. **The ACTUAL TIMELINE & SESSIONS will be determined with the ORGANIZATION and SCHOOL during the Preliminary Planning Meeting PRIOR to the start of the SCHOOL YEAR IN SEPTEMBER 2024. IF YOU ARE NOT AVAILABLE TO SPEAK WITH THE ORGANIZATION(s) AND SET UP THE FIRST PRELIMINARY PLANNING Meeting PRIOR TO SEPTEMBER 2024, YOU MUST NOTIFY HCOCHA/TD IN WRITING VIA EMAIL AS SOON AS POSSIBLE.**

Finally, in this section, we ask that you include a brief description of the NJSLS-VPA and/or SEL that you would like EACH of the programs to focus on.

Required Documentation to be uploaded:

- 2024-'25 School Calendar or Latest School Calendar available at the time of this application.
- Current Board of Directors

IF YOUR SCHOOL IS UNABLE TO HOST A PROGRAM, YOU MUST NOTIFY HCOCH/TD PRIOR TO THE START OF THE SCHOOL YEAR IN SEPT 2024. YOU MAY BE PLACED ON A WAITING LIST AND IN THAT CASE MAY BE NOTIFIED OF PROGRAMS THAT BECOME AVAILABE DURING THE SCHOOL YEAR.

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 PROGRAM REQUESTS

After all applications 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 **merit** of the request.
- The applicant's demonstration of **servng 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 presents a **barrier free, accessible** program.
- The applicant presents **how students of all learning capabilities will be included and supported in each requested program**.

PROGRAM EVALUATIONS

Representatives of HCOCHA/TD will visit the school to observe and evaluate the funded programs during the "**Final Presentation**". 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.

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. **You must indicate how students with disabilities are considered for inclusion and the number of those students included in your program requests once you are awarded with an AiEP grant.**

ANNOUNCEMENT OF AWARDS

AiEP grant awards are announced by letter via email
LASTLY...

- 1. Grant recipients must reach out directly to selected ORGANIZATIONS ASAP to begin Preliminary Planning BEFORE THE SCHOOL YEAR BEINGS 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(s) will also complete a PPA for SCHOOLS with a COMPLETED ATTACHEMENT A. If these do not match, you will be notified.**
- 2. SCHOOLS must keep records of the TOTAL NUMBER OF STUDENTS AND DEMOGRAPHIC DATA OF THE STUDENTS who are served by the AiEP programs which will be reported on the final AiEP SCHOOL surveys.**
- 3. SCHOOL applicants MUST provide ALL documents/materials requested in this application pertaining to these guidelines. Additionally, once you are partnered with an ORGANIZATION, the SCHOOL or SCHOOL DISTRICT IS RESPONSIBLE FOR PROVIDING THE ORGANIZATIONS with REQUIRED DOCUMENTATION/MATERIALS in order to work with students in their buildings PRIOR TO SCHEDULING PROGRAMMING, during your Preliminary Planning Meetings. THIS MAY INCLUDE, BUT NOT LIMITED TO, NJ STATE FINGERPRINTING/BACKGROUND CHECK, LIABILITY INSURANCE, VENDOR CONTRACTS for the ORGANIZATION AND ALL STAFF THAT WILL BE WORKING DIRECTLY WITH STUDENTS IN THE SCHOOL SETTING.**

