



Teacher-Initiated Project (TIP) Grant Guidelines

DESCRIPTION

Arts Education Teacher-Initiated Project Grants provide opportunities for teachers or administrators to gain knowledge and skills in an artistic discipline of their choice. The teacher selects an artist who provides one-on-one instruction in visual art, music, theatre, dance, storytelling, film/video, or creative writing.

This grant is for the classroom teacher who may not have a degree in one of the art forms and has a particular interest in increasing both knowledge and skills.

FUNDING ELIGIBILITY

Who Can Apply?

Individual Educators Employed in Schools

Limitations/Restrictions

- All funds must be applied to artist's salary
- Priority is given to those with no or limited training in the artistic discipline
- For visual art, music, dance and theatre teachers, requests should demonstrate a desire to explore beyond current knowledge/skill within a discipline. For example, a painting/drawing teacher who wants to learn digital/photo manipulation or fused glass construction; a strings teacher who would like to improve piano skills; etc.
- Requested artists **MUST** be approved for artistic and educational merit and on the Teaching Artist Roster located on NowPlayingUtah.com. International and national artists of artistic and educational acclaim currently not posted on the Roster must be approved for artistic and educational excellence *before* submitting the application. For information on how to apply for the Teaching Artist Roster, click [HERE](#).

Utah Arts & Museums Grant Policies

- Late applications are not accepted.
- Paper applications are not accepted.
- Incomplete applications are not accepted.
- All individuals and organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#).

REVIEW CRITERIA

Applications will be reviewed by a panel of community representatives and Utah Arts Council board members. The panel will evaluate each application based on the following criteria:

Sound Management:

- Support of school principal demonstrated by attaching letter of support

Artistic Excellence:

- Qualifications of professional artist

Arts Education & Learning:

- Individual's rationale for pursuing the artistic discipline
- Individual's personal commitment to the artistic discipline
- Quality of the artist/teacher instructional plan

APPLICATION PROCESS

Initial Approach

NEW applicants are encouraged to contact an arts education specialist at 801.533.5760 to discuss your proposal and to ensure your project qualifies for funding under this grant category.

Deadline

A complete grant application, with all attachments, must be submitted online by **March 1, 2012 at 5 p.m.**

Request Amount

\$500

Online Submission Process

1. In order to apply for a Utah Arts & Museums grant, you must be registered in the online grants system. If you are a new online applicant, visit dccgrants.org and click on "register as new user" and fill out all fields that pertain to you and your school or organization. PLEASE USE Proper Case, no ALL UPPER CASE, no all lower case, and avoid using any symbols like #"/.!. etc.
2. You will receive an e-mail that may confirm your registration, and it will have a link to our online grants management system. BOOKMARK this page so you can easily find it again. SAVE the e-mail in your Saved Messages folder. The URL is easy to remember: dccgrants.org.
3. Once your application has been created, you may save and return to it as many times as you need before the DEADLINE. After the DEADLINE, you will no longer be able to work on the application.
4. Once you press the SUBMIT button, the application is locked and you will no longer be able to view or edit your application. To unlock the application, please call the grants administrator.

Grant Funding Process

- **January – Guidelines Available**
Application guidelines are available in January 2012 on the [Utah Arts & Museums website](http://UtahArtsandMuseums.org).
- **January – Online Application Available**
Potential grantees can begin filling out their online grants in January 2012 through dccgrants.org.
- **March 1, 2012 – Final Application Due**
All applicants must submit a final application, using the online grants management

system, by the March deadline. Acknowledgement that the application has been successfully received will be sent by e-mail.

- **March – Staff Review**
Staff reviews online applications and required application materials for completeness and eligibility, and may contact an applicant for clarification and additional information.
- **March/April – Panel Review**
Application review panels, composed of peers from the field, meet in March and April. Artistic samples from applicants are presented. Each application is reviewed and scored in accordance with panel evaluation criteria in the guidelines.
- **May – Utah Arts Council Board Approval**
Grant awards depend on the category applied to, how much funding was requested, how the applicant scored in the panel review process, and how much funding is available from the state and National Endowment for the Arts. The Utah Arts Council Board of Directors reviews funding recommendations in May for final review and approval.
- **May/June – Notification and Contracts**
Applicants are notified by mid-May, before school is adjourned. A letter is sent to applicants not recommended for funding. Contracts are prepared and e-mailed to successful applicants. Both Utah Arts & Museums and applicants must sign the contract before reimbursement requests can be made.
- **July – Payments**
Grant payment will be made after July 1, 2012 and once the signed contract is received by Utah Arts & Museums.

GRANT PREPARATION

Below is a list of information to prepare for your online grant submission:

- Congressional and Utah Legislature leaders in your area
- DUNS number
- Information about the Teaching Artist for whom this grant will be used, including where the artist lives and his/her discipline. The Teaching Artist Roster can be found at NowPlayingUtah.com
- Description of why you want to pursue this particular artistic discipline
- Description of the plan for which you are requesting support
- Optional: Description of other artists or artistic and educational resources you would like to use and how they will contribute to the accomplishment of your plan

SUPPLEMENTAL MATERIALS

- Written letter of support from school principal
- Documentation about the artistic excellence and educational merits of artists NOT included on the Teaching Artist Roster