



## **2022-23 Arts Action Fund** *For Arts and Culture Partners*

Welcome to Arts Connect Houston's 2022-23 Arts Action Fund!

### ***What is the Arts Action Fund?***

The Arts Action Fund invests a total of \$250,000 annually in arts education programs across Houston ISD to ensure students have access to meaningful arts opportunities as part of their complete education. The Fund's goal is to unlock potential for new investments by fiscally supporting high-quality, effective partnerships between Arts and Culture Partners and any Houston ISD school. The Arts Action Fund accomplishes this through a thorough review of submitted applications, including a review of school needs and priorities, organization capabilities, and program elements, among others. By doing so, Arts Connect places priority on serving underfunded campuses in Houston ISD with reduced access to the arts.

The Arts Action Fund is the first of its kind in Houston and exists as a catalyst for closing arts access gaps in schools. Through the Arts Action Fund, Arts Connect Houston provides capacity building opportunities to expand knowledge and understanding of how the arts impact student education and well-being.

Please contact Taylor Bush, Director of Strategic Initiatives, with any questions at [taylor@artsconnecthouston.org](mailto:taylor@artsconnecthouston.org).

To submit questions for response within 48 business hours, please submit questions at <https://bit.ly/ACH-2223AAF-Question>. Responses will be posted at <https://bit.ly/ACH-2223AAF-Answer>.

### ***Who is Arts Connect Houston?***

Arts Connect is building a future in which every child thrives because they have a complete education that includes the arts. By maximizing change through collective impact, Arts Connect ensures that the entire community understands the fundamental necessity of the arts for all children. Using data, advocating for change, building capacity, and opening avenues for strategic funding, the initiative creates new pathways for students, schools, and districts to embrace high-quality arts education.

### ***Who is the Arts Action Fund Task Force?***

The Arts Action Fund strategy and grant process was developed and established by a Task Force comprised of community members, Arts and Culture Partners, and education leaders in Houston, led by Cathy Bencivenga, Arts Connect Houston's Leadership Committee member. Taylor Bush, Arts Connect Houston's Director of Strategic Initiatives, oversees the implementation of the Fund.



***Table of Contents***

1. Introduction to Arts Action Fund
2. Funding Pathways
  - a. Available Grants
    - i. Collaborative Grants
    - ii. Seed Funding Grants
    - iii. Learning, Innovation and Action Grants
    - iv. Grant Details
3. Grant Timelines
  - a. Payment Schedule
4. Application Requirements
  - a. Arts Action Fund Rubric
5. Arts Action Fund Support
  - a. Open House
  - b. Staff Support
  - c. Review Committee & Process
6. My application was approved, now what?
  - a. Grant Acceptance Packet
  - b. Final Reporting
7. My application was not approved, now what?

### ***Funding Pathways***

During the 2022-23 school year, the Arts Action Fund will focus on two strategies: 1) Seed Funding, and 2) Learning, Innovation and Action (LIA) grants. Arts and Culture Partners are eligible to work with any Houston ISD school to provide high-quality programming specific to the needs of each campus.

For the 2022-23 school year, we will also introduce the opportunity for Arts and Culture Partners to submit a “collaborative” LIA or Seed grant which can access an additional portion of funding. To learn more about a collaborative grant, please keep reading!

### **Available Grants**

In the 2022-23 Arts Action Fund, \$250,000 is available for grants plus an additional \$40,000 for grants based in collaboration.

### ***What is a “collaborative grant?”***

A collaborative grant may be applied for when two or more Arts and Culture Partners are interested in working with each other to support a campus. This may look like scaffolding your programs together, working with the same class or one partner supporting the campus orchestra who will play at the upcoming theatre production. We encourage you to get creative in who we think about collaborating to better support the students of HISD through the arts. Only **one application** should be submitted for a collaborative grant meaning the Arts and Culture Partners should coordinate and work together to complete the application.

<b>Seed Funding Grants (\$200,000 available)</b> Grants up to \$3,500 (+\$40,000 for collaborative applications) Apply: <a href="https://bit.ly/ACH-2223AAFR2SeedApp">https://bit.ly/ACH-2223AAFR2SeedApp</a>
A seed grant may be applied to any discipline (including creative writing, dance, music, theatre, and visual arts) delivered virtually or in-person through any arts education type (including experience, instruction and/or integration).
Some examples may include, but are not limited to:
<ul style="list-style-type: none"><li>• “My organization will deliver a one (1) hour arts experience to 200 students. The cost for 100 students is \$200. In total, we will request \$400.”</li><li>• “My organization will deliver a residency for 25 students over four (4) days. The cost for one (1) hour is \$500. In total, we will request \$2,000.”</li><li>• “My organization has a pre-recorded, digital performance to share with campuses. We will share the link with one (1) campus for \$650. In total, we will request \$650.”</li><li>• “My organization will deliver a residency for 25 students over eight (8) days. The cost for one (1) hour is \$500. The total cost is \$5,000 but we will request \$3,500 and the school will cover the additional \$1,500.”</li></ul>

**Please note! The goal of the Arts Action Fund is to invest in partnerships to increase student access to high-quality arts education opportunities.** Applicants should request funding based on the program amount needed. Please do not apply for the highest grant amount if the additional funds are not needed by the applying organization and campus. We want to be sure to work as a collective and ensure all interested students can participate – we can only do this when submitted funding requests are accurate to the program need and not pursuing excess funding.

*[continued on next page]*

**Learning, Innovation and Action (LIA) Grants (\$50,000 available)**

Grants from \$5,000-\$10,000 (+\$40,000 for collaborative applications)

Apply: <https://bit.ly/ACH-2223AAFR1LIAApp>

**Grants ranging from \$5,000 to \$10,000 for programs focused on the continuation of a partnership\*** between an Arts & Culture Partner and a Houston ISD school.

How is “innovation” defined for the purpose of this grant?

**From the perspective of the Houston ISD school:** “*innovation*” should be thought of not something brand new to the medium or field of arts education, but instead as something the school has not seen or done before.

**From the perspective of the Arts and Culture Partner:** “*innovation*” should be thought of not something brand new to the medium or field of arts education, but instead as something the organization could not do without this grant. An Arts and Culture Partner might use this funding to “test” a big idea, take risk or develop a series of program elements necessary to take the “next big leap” in their programming.

Some examples may include, but are not limited to:

- “Organization A knows School N has never provided a campus-wide arts experience. Organization A works with School N to determine a program that is impactful to all students and applies for an LIA grant to support a campus-wide arts experience for all grade levels.”
- “Organization H works with School P to create an end-of-year student production. Students from School P get to write a theatre performance, learn dances to perform, and practice to deliver a play as a part of the production. Organization H offered this opportunity because School P only offers Choir to students. This student production allowed for students to explore diverse art forms beyond choir through creative writing, dance, and theatre.”

*\*A **partnership continuation** is defined by a program offered within the last two (2) years, which demonstrates a strong relationship between the partner organization and school. This program should be included by the Arts & Culture Partner in the application and mentioned by the partner school in the Letter of Support.*

The goal of the Learning, Innovation and Action grant strategy is to ensure depth of impact, based on established relationships. In the 2022-23 school year, there will only be one round of LIA grants with up to \$50,000 in total awards.

There will be an additional \$40,000 available for collaborative Learning, Innovation, and Action and Seed grants which may increase the number of LIA grants approved.

	<b>Seed Funding</b>	<b>Learning, Innovation &amp; Action Funding</b>
Grant Amounts	<p>\$200,000 available For grants up to \$3,500, with a minimum grant amount of \$500</p> <ul style="list-style-type: none"> <li>- It is encouraged that digital programs do not apply for more than a \$2,000 seed grant.</li> </ul> <p><b>Seed Collaborative Grant:</b> Each organization participating in a collaborative grant application can access up to \$3,500.</p> <p>For example, if two organizations submit a collaborative application to work at School H, Organization 1 is eligible for up to \$3,500 and Organization 2 is also eligible for up to \$3,500.</p>	<p>\$50,000 available For grants ranging from \$5,000 to \$10,000</p> <ul style="list-style-type: none"> <li>- Parameters for the LIA grant shared in detail above and should be considered in the final application submission.</li> </ul> <p><b>LIA Collaborative Grant:</b> Organizations submitting an LIA collaborative grant application can access up to \$15,000 together.</p> <p>For example, if two organizations submit a collaborative application to work at School H and Organization 1 needs \$10,000 to complete their program, Organization 2 is eligible to receive the remaining \$5,000 and no more. These details should be coordinated between the collaborative partners and submitted in the applications budget.</p>
Who can apply?	Arts and Culture Partners will apply on behalf of a Houston ISD school	Arts and Culture Partners will apply on behalf of a Houston ISD school
Deadline	Deadline: October 14 <sup>th</sup> Notification: November 8 <sup>th</sup>	Deadline: September 2 <sup>nd</sup> Notification: September 27 <sup>th</sup>
Grant Guidelines	<p>Seed Funding grant applications will be evaluated for programs that:</p> <ul style="list-style-type: none"> <li>• Are offered during the school day; up to 10% of the program and it's budget may be used after-school</li> <li>• Provide arts education experiences, instruction or integration opportunities</li> <li>• Focus on these arts disciplines: creative writing, dance, music, theatre, and visual arts</li> <li>• Address a current school need that cannot be filled by current campus staff</li> </ul>	<p>LIA grant applications will be evaluated for programs that:</p> <ul style="list-style-type: none"> <li>• Are offered during the school day; up to 10% of the program and it's budget may be used after-school</li> <li>• Provide arts education experiences, instruction or integration opportunities</li> <li>• Focus on these arts disciplines: creative writing, dance, music, theatre, and visual arts</li> <li>• Demonstrate a strong relationship with the school</li> <li>• Impact students' needs at the campus</li> <li>• Address a current school need that cannot be filled by current campus staff</li> </ul> <p><i>Note: This grant will not be considered if its' propose is to fill the role of a certified Fine Arts Teacher.</i></p>
Grant Goals	<b>The main goal of a Seed Grant is to ensure the support of partnership development</b> to increase access for students to experience the arts at their school. For some partnerships, this may start a relationship. For others, the grant will seed a continued relationship.	<b>The main goal of the LIA Grant is to invest deeply in expanding already existing partnerships between organizations and a Houston ISD school.</b> This funding, grounded in an established relationship, allows space to explore an innovative idea that is responsive to campus' needs. All parties must be invested in the overall concept and how it deepens arts education impact for students.

Limitations	<p>During the 2022-23 school year, each Arts and Culture Partner can receive up to \$16,000 in grants. A single organization will only be approved for up to eight (8) individual grants with a maximum of one (1) Learning, Innovation and Action grant.</p> <p>A Houston ISD school can receive up to one (1) Learning, Innovation and Action (LIA) grant and up to three (3) Seed Funding grants per school year. A Houston ISD school can have multiple applications submitted on its behalf but what is approved will be dependent upon available funds and equitable distribution within Houston ISD.</p> <p><b>Disclaimer:</b> All applications will be selected based on the rubric shared in application requirements, review committee feedback, campus need, priority, and available funding. <b>The review committee may approve a submitted application but award less than the initially requested grant amount.</b> Arts and Culture Partners will be able to review the final award amount and determine if they would like to move forward with the program.</p>
-------------	---

**Grant Timeline**

<b>Round One – Learning, Innovation &amp; Action</b> <i>Apply:</i> <a href="https://bit.ly/ACH-2223AAFR1LIAApp">https://bit.ly/ACH-2223AAFR1LIAApp</a>		<b>Round Two – Seed Funding</b> <i>Apply:</i> <a href="https://bit.ly/ACH-2223AAFR2SeedApp">https://bit.ly/ACH-2223AAFR2SeedApp</a>	
<b>Date</b>	<b>Stage</b>	<b>Date</b>	<b>Stage</b>
July 13 <sup>th</sup>	Arts Action Fund Launch	July 13 <sup>th</sup>	Arts Action Fund Launch
July 20 <sup>th</sup>	Arts & Culture Partner Arts Action Fund Meeting	July 20 <sup>th</sup>	Arts & Culture Partner Arts Action Fund Meeting
August 1 <sup>st</sup>	Application Window Opens	August 1 <sup>st</sup>	Application Window Opens
September 2 <sup>nd</sup>	Applications DUE	Week of September 26 <sup>th</sup>	Open House
Review Window		October 14 <sup>th</sup>	Applications DUE
Week of September 26 <sup>th</sup>	Open House	Review Window	
September 27 <sup>th</sup>	Approval Notification	November 8 <sup>th</sup>	Approval Notification
October 14 <sup>th</sup>	Arts and Culture Partner Grant Acceptance Packet Due	November 18 <sup>th</sup>	Arts and Culture Partner Grant Acceptance Packet Due
<p><i>*forms to be released on January 16<sup>th</sup>*</i></p> <p><b>March 10<sup>th</sup> – Arts and Culture Partner Progress Check-in DUE</b> Organizations who do not submit the progress report will not be eligible for funding in the 2023-24 school year.</p> <p><b>June 9<sup>th</sup> – Arts and Culture Partner Final Reporting DUE</b> Organizations who do not submit final reporting will not be eligible for funding in the 2023-24 school year.</p>			

- Arts and Culture Partners can attend an information session regarding the Arts Action Fund on July 20<sup>th</sup>. **RSVP is now closed.**
- To watch the recording Learning Session, [click here](#) after July 22<sup>nd</sup>.
- We will also host open Office Hours for Arts and Culture Partners on August 5<sup>th</sup> and October 10<sup>th</sup> for any questions. Please check your email for a link to join!

**Payment Schedule**

**Round One, LIA Grants**

- The "Grant Acceptance Packet" should be submitted by 5:00 p.m. on October 14<sup>th</sup>. The Grant Acceptance Packet will be processed, and the 100% payment will be distributed on November 4<sup>th</sup>. Arts and Culture Partners should receive payment within three weeks, by November 18<sup>th</sup>.

**Round Two, Seed Grants**

- The "Grant Acceptance Packet" should be submitted by 5:00 p.m. on November 18<sup>th</sup>. All Grant Acceptance Packet will be processed, and the 100% payment will be distributed on December 16<sup>th</sup>. Arts and Culture Partners should receive payment within three weeks, by December 30<sup>th</sup>.

As mentioned above, all grants will receive 100% payment up front. Please note: if impact numbers - including but not limited to: the number campuses, students, classrooms, grade levels,

and direct student learning hours - reduce in final reporting more than 20%, the grant receiving organization will be asked to return funds if there is not sufficient reason shared for the reduced impact.

### ***Application Requirements***

Below is detailed information on what should be included with each grant application. An application should detail an organization's, or multiple organization's if the application is collaborative, partnership with **one** Houston ISD school.

Please submit one application **per** school **per** program.

### **Arts Action Fund Rubric**

**More information coming soon!**

## ***Arts Action Fund Support***

### **Open House**

Arts Connect's Open House, in partnership with HISD's Fine Arts Department, will be held the week of September 26<sup>th</sup> with the final date and times to be determined. The event will be held at HSPVA. During this event, educators will have an opportunity to learn more about the Arts Action Fund and connect with diverse Arts and Culture Partners.

Please check [www.artsconnecthouston.org/artsactionfund](http://www.artsconnecthouston.org/artsactionfund) to RSVP and for the most current information.

### **Staff Support**

- We ask that you submit questions that may be supportive for other collective members to [bit.ly/ACH-2223AAF-Question](http://bit.ly/ACH-2223AAF-Question).
- Your question will be read, and a response will be posted at [bit.ly/ACH-2223AAF-Answer](http://bit.ly/ACH-2223AAF-Answer) within 48 business hours.

If you have questions that would only be relevant for your organization and/or program that cannot or should not be public to all Arts and Culture Partners, please contact Taylor Bush, Director of Strategic Initiatives, at [taylor@artsconnecthouston.org](mailto:taylor@artsconnecthouston.org).

### **Review Committee & Process**

A Review Committee, comprised of diverse arts and education leaders, will assess all proposals. Each application will be reviewed for elements mentioned above in the "*Application Requirements*" and evaluated for need based on the campus and its students as well as organization need.

If you would like to nominate someone to be a Review Committee Member, please do so by close of business on August 12<sup>th</sup> using the following link: <https://bit.ly/ACH-2223AAF-RCNomination>.

***My application was approved, now what?***

All applicants will be notified of their application status through Submittable. Approved applications will be required to submit a Grant Acceptance Packet. Denied applications will also receive feedback by email based on Review Committee's input.

**Arts and Culture Partner Grant Acceptance Packet**

Grantees must complete the Grant Acceptance Packet through Submittable by the stated deadline. Once submitted, the grant will be paid out to the organization on the outlined timeline.

Grant acceptance packet materials include:

- **Letter of Acceptance:** information on grant award, payment process, final reporting expectations, and general grant requirements.
- **Service Agreement:** a service agreement must be signed for each approved application
- **School Letter of Agreement:** This letter of agreement should be shared with the Houston ISD school by the Arts and Culture Partner and will require signature from the establish Arts Liaison and the Principal.
- **Program Timeline and Impact:** The Arts and Culture Partner will identify the program delivery timeline, program schedule, expected impact (number of students, classrooms and grade levels). It will require signature from the established Arts Liaison and the Principal.

## **Final Report**

The Final Report will be released in Submittable on January 16<sup>th</sup> once the Arts and Culture Partner has submitted the Grant Acceptance Packet and the grant has been paid out.

**All reporting for the 2021-22 Arts Action Fund will be due by June 9<sup>th</sup>, 2023. If the Arts and Culture Partner does not submit final reporting, your organization will NOT be eligible for any funding opportunities through Arts Connect Houston in the 2023-24 school year.**

As mentioned in the “Payment Schedule” section, all grants will receive 100% payment up front. If impact numbers - including but not limited to: the number campuses, students, classrooms, grade levels, and direct student learning hours - reduce in final reporting more than 20%, the grant receiving organization will be asked to return funds if there is not sufficient reason shared for the reduced impact.

***Please note!*** Houston ISD often closes the budget prior to the end of the school year. If a Houston ISD school is slated to pay an Arts and Culture Partner for a portion of the program cost, the Arts and Culture Partner should invoice the Houston ISD campus as early as possible. Arts Connect Houston is only responsible for the portion of funding granted through the Arts Action Fund.

Final reporting expectations include:

- Information on final program delivery, including impact figures, arts education types/disciplines, topics addressed, and TEKS alignment
- Final program timeline, including the days the Arts and Culture Partner were present on a campus and the hours spent with students
- Any program modifications made
- Program photos and social media promotion
- Final program outcomes
  - o What did the Arts and Culture Partner learn? What would the Arts and Culture Partner change? Did the program meet internal goal(s)? Did the program impact students the way it was intended? What was most effective and least effective?
- School Feedback Form provided in the Final Reporting form shared via Submittable in January 2023
- Final program budget; if the final program budget is less than the initial granted amount, the organization will be expected to return the excess funds by June 30, 2023

### ***My application was not approved, now what?***

If a grant application is denied, you will receive an official denial letter from the Director of Strategic Initiatives as well as the feedback provided by the Review Committee. If the Arts and Culture Partner or Houston ISD school has any questions or would like more detailed feedback, both parties will have the opportunity to meet with the Director of Strategic Initiatives by email request.