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2024 Fellowship for Creative Teaching Guidelines

Arts Partners residency project grants

About the Program

The Indiana Educator Fellowship for Creative Teaching (FCT) is a partnership between the Indiana Arts Commission and the Indiana Department of Education. FCT supports non-arts educators with robust training, funding, and a community of experts to inspire and implement creativity-centered innovation in the classroom. “Arts Partners” are nonprofit arts organizations that will partner and collaborate with the FCT educators to provide arts integration residencies in the classroom.

Research shows creative teaching strategies, also known as [arts integration, improves student engagement, student learning retention, and student literacy skills](#). Integrating the arts into core subjects like reading, math, and science is a highly effective and rewarding approach to meeting standards while reaching diverse learners, engaging students, and making a memorable and enjoyable experience for all.

About the Arts Partner Role

Selection: Arts Partners are selected by IAC's Creative Teaching Fellows based (primarily) on location and student interest.

Funding: Selected Arts Partners will receive a grant of up to \$7,250 to provide an in-school residency in partnership with an FCT educator during the Fall 2023 school semester.

Payment schedule: The grant will be paid in two payments. All payments are contingent upon adherence to all guidelines and reporting requirements. The first payment will be for 75 percent of the total award. Funds will be transferred via direct deposit to the organization's bank account on file after the fellowship agreement and required documents have been approved. The second payment will be for the remaining 25 percent and will be paid after the final grant report and any additional requirements have been submitted and approved.

Requirements:

The Arts Partner organization must:

- Be a nonprofit organization or municipal/city entity; and
- Operate in, and serve Indiana residents, year-round; and
- Be in good standing with IAC and the State of Indiana; and
- Have a Unique Entity Identifier (UEI); and
- Must comply with all federal, state, and local laws and ordinances, including but not limited to those that prohibit discrimination on the basis of race, color, national origin, gender, sexual orientation, age, or disability; and
- Have 1-2 staff/artist attend, in person, the July 12th planning session with their partner educator in Franklin, IN.

Requests for alternative formats of these guidelines (large print, braille, ASL, etc) can be sent to the IAC's accessibility coordinator Stephanie Haines at shaines@iac.in.gov

- Arts Partners are responsible for following all the program requirements and submitting the FCT project application and the FCT project final report in the IAC online grant system.

FCT Arts Partner Residency Project Activity Guidelines

Projects must incorporate the following elements at minimum.

- **A 5-session artist-led residency** with each session building upon the last
 - 5 days is the minimum, more is encouraged
 - A residency is defined as multiple visits to the same group of students
- **Arts integration as the focus** of the residency. Arts integration is the combining of learning goals in both an artform and another subject area during a single lesson.
- **A qualified artist/teaching artist** who will lead the residency (in the classroom, during the school day).
 - Qualified teaching artist means a professional arts practitioner with demonstrable experience and/or credentials in arts integration and/or teaching artistry.
- **Project funds may only be used for eligible expenses** (see “allowable” and “non-allowable” below).
- **Activities in addition to the minimum 5-day residency are encouraged**, such as field trips, community events, family events, etc.
- **Residency projects must be planned in collaboration** with the FCT educator and meet their goals in the classroom.

Timeline

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| Arts Partner info sessions | June 1, 2023 |
| Deadline to Accept Invitation | June 9, 2023 |
| *Optional* Online learning session w/ FCT Educators | June 10, 2023 |
| *Optional* Online learning session – Arts integration 101 | June 21, 2023 |
| *Optional* In-person learning session – Summer institute for Creative Teaching | July 11, 2023 |
| REQUIRED In-person planning session w/ FCT Educators | July 12, 2023 |
| Deadline for Arts Partner Residency Project Application | September 1, 2023 |
| Grant period start (activities can begin on or after) | September 30, 2023 |
| Grant period end (all funded activities must be completed)* | December 15, 2023 |
| Final Report due* | January 20, 2024 |

**deadline extensions will be considered on a case-by-case basis by IAC staff.*

Allowable Expenses

The allowability of expenses is based on IAC policy, National Endowment for the Arts Legislation, and [2CFR 200](#).

Arts Partners are allowed to utilize up to 20% of the funding for administrative costs outside of the direct residency activities. The administrative fees may cover activities such as grant and report administration, staff planning time, staff time at the trainings, travel expenses related to the FCT in-person meetings. The remainder of the grant should be utilized for costs directly related to the in-school activities (artist fees, artist mileage, teacher planning time, supplies, etc)

Personnel

- Artist contracts, honorariums, stipends
- Contractors
- Staff or contractor meeting or planning time
- Salaries and fees

Operations

- Space rental
- Promotion and marketing
- Printing
- Security
- Insurance
- Personal Protective Equipment (PPE)
- Cleaning services
- Information Technology (e.g. software, captioning, streaming- including increased bandwidth, hardware, specialized audio-visual equipment, etc.)
- Fee subsidies for presenting services

Capital Expenditures (not to exceed \$1,000)

- Equipment (purchase or rental) provided it plays an integral part of the project
- Construction and renovation-type projects that are integral to an organization's mission or that facilitate accessibility (e.g., accessibility-related construction and renovation, substantial exhibition design, the installation of climate control systems for a museum, etc.,) are allowable.

Programming

- Production or commissioning costs
- Consumable supplies
- Costs associated with the creation of a temporary or permanent piece of public art

NON-Allowable Expenses

Operations

- Cash reserves, endowment accounts, deficit reduction or elimination
- Taxes and interest
- Compensation to foreign nationals
- Visa costs
- Travel outside the United States
- Indirect costs or underwriting for programming, activities, and/or services by degree-granting colleges and universities outside of what is explicitly allowable for project-based grants.
- Cost of goods for resale
- Alcoholic beverages
- Donations and contributions
- Fundraising and Investment costs
- Lobbying
- Home office workspace
- Prohibited telecommunications and video surveillance services and equipment
- Regranting to individuals or other organizations
- Applications for projects that primarily present political, denominational, religious, or sectarian ideas or projects that enhance the property of religious institutions.

Capital Expenditures

- Capital improvements, facility construction, structural renovations, and restorations not integral to an organization's mission or that facilitate accessibility
- Purchase of artwork
- The purchase of vehicles

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Programming

- Projects or programs to be delivered outside the State of Indiana
- Activities and expenses outside the grant period
- Activities that are solely for the purpose of fundraising

Requirements for Grant Recipients

To receive an IAC award, you'll be expected to:

- Certify and comply with civil rights statutes that govern nondiscrimination in federally assisted programs (view the NEA's civil rights FAQs)
- Complete the electronic contracting process
- Follow the IAC process for modifying a grant proposal (as needed)
- Follow funding acknowledgement requirements
- Submit public official thank you with the final grant report
- Submit your final grant report by the due date and provide detail (including documentations as required) on how funds were used.
- [Follow the Americans with Disability Acts \(ADA\) requirements](#)
- Be aware of state contracting requirements
- Be aware of federal contracting requirements
- Follow public manifestation, fair labor, drug free workplace, and civil rights standards
- Monitoring/records retention and tax responsibilities
- Full details online here <https://www.in.gov/arts/programs-and-services/funding/requirements-of-grant-recipients/>

Questions?

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ADA Accommodations

Reasonable accommodations for persons with disabilities will be made when requested at least two weeks in advance. Contact the IAC's accessibility coordinator Stephanie Haines at shaines@iac.in.gov.