

Whole Schools Application Form (Year One)

Note: The following application is for funding for the 2012-2013 school year.

1. School: _____ 2. County: _____
3. Mailing Address: _____ City: _____, MS Zip: _____
4. Telephone: _____ Fax: _____
5. School District: _____ School website: _____
6. US Congressional District # ____ 7. MS Senate District # ____ 8. MS House District # ____

Find your U.S. Congressional and Mississippi district numbers at: www.votesmart.org

9. Year your school was founded: _____ 10. Federal employee ID# _____
11. Project Director: _____ Title: _____
12. Project Director – Telephone: _____ E-mail: _____
13. School Principal: _____ Title: _____
14. Principal - Telephone: _____ E-mail: _____
15. Authorizing Official (*Superintendent*): _____
16. Authorizing Official - Telephone: _____ E-mail: _____
17. School District's Fiscal Officer: _____
18. Fiscal Officer's Telephone: _____ E-mail: _____
19. Amount of your grant request: _____ (*please see the table on checklist page for maximum requests*)

Applicant School - Background Information

20. Grades served: __ to __ 21. Number of years in the Whole Schools Initiative: _____
22. Number of students: _____ 23. Percentage of the students who receive free or reduced lunch: ____%
24. Organizational structure (choose one): _____
25. List all other grants received and programs currently being implemented by the school:

Provide the names and contact information for staff and members of your Project Team in the following three questions. If you have additional contacts that won't fit within the provided spaces, please list them on the supplementary page found at the end of the application form.

26. List your school's Nationally Board-Certified personnel:

<u>Name</u>	<u>Job Title</u>	<u>E-mail Address</u>
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Check here if there are additional names for this group listed on the supplemental page:

27. List the names, job titles, artistic discipline and email for the arts specialists on staff, both part and full time:

<u>Name</u>	<u>Job Title</u>	<u>Arts Discipline</u>	<u>E-mail Address</u>
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Check here if there are additional names for this group listed on the supplemental page:

28. List the names and titles of the members of your Project Team:

<u>Name</u>	<u>Title</u>
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Check here if there are additional names for this group listed on the supplemental page:

29. Describe the project team's proposed meeting schedule for the upcoming school year:

30. List of the school staff who attended this past year's Whole Schools professional development opportunities, including the Whole Schools Summer Institute, the Fall Retreat and Spring Retreat:

<u>Name</u>	<u>Title</u>
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Check here if there are additional names for this group listed on the supplemental page:

Whole Schools Initiative Application (Year One) (continued)

Please estimate the number of people who will take part in all activities supported by this grant. This should include students, volunteers, artists, or consultants.

31. Estimate of the *total number of people* who will take part in all activities supported by this grant: _____
32. Estimate of the number of people *under 18* who will take part in all activities supported by this grant: _____
33. How many people will be paid for work connected with the activities supported by this grant? _____
(For example: artist or consultant fees)
34. Of the total number of people paid, how many are artists? _____
35. Please estimate, in percentages, the racial composition of the following groups:

	Actual Number	% White	% Native American	% African American	% Asian	% Hispanic	Total
School Staff		%	%	%	%	%	= 100 %
Artists Taking Part In All Activities		%	%	%	%	%	= 100 %
Total Taking Part In All Activities		%	%	%	%	%	= 100 %
Population of Your Community**		%	%	%	%	%	= 100 %

**Community is defined as the geographic area that your school district serves. Check the U.S. Census Bureau's website (www.census.gov) to find the most recent estimate of your community's population.

Attendance Itemization: Please provide attendance numbers for your project. Fill out **only** the sections of the table that apply to your project. If it doesn't apply, leave it blank. For ongoing projects, include your figures from last year as well as projected attendance for the coming year. For a one-time project, leave the "last year" column blank.

Type of project (s) to be funded by this grant	Number of events last year	Number of attendees last year	No. events planned for this year	Est. number of attendees this year
Performance				
Exhibition				
Artist Workshop				
Arts-related field trips				
Professional Development				
Other				
Other				
Other				

Whole Schools Initiative Application (Year One) - Budget

Please include all expenses and income related to your project in this form. Once completed, create an itemization for both your expenses and income on a separate page. The itemization will provide the review panel with a more detailed explanation of your budget.

Cash Expenses (relating to this project only)		Cash match	MAC grant	Total
1. Personnel (staff):	Administrative			
	Artistic			
	Technical/production			
2. Outside fees (contractors):	Artistic			
	Other			
3. Space or equipment rental:				
4. Travel:	Transportation			
	Food			
	Lodging			
5. Marketing:	Printing			
	Other			
6. Remaining expenses:	Supplies/materials			
	Postage			
	Insurance			
	Other (specify)			
	Other (specify)			
7. Total cash expenses:	(must not exceed total cash income)	*	*	

*The "Cash Match" column *must be equal to or greater than* the "MAC grant" column. If you have participated in the Initiative for three years, look at the funding table in the guidelines to determine the amount of funds you may request and your required match.

Cash Income (relating to this project only)		Cash	In-Kind**
1. Revenue:	Admissions		
	Earned Income		
	Other revenue		
2. Private-sector support:	Corporate contributions		
	Foundation grants		
	Other private contributions		
3. Government support:	Federal/Regional		
	County		
	Municipal		
4. Applicant Cash:			
5. Subtotal:		***	
6. Grant requested in this application (check grid on p. 6 for maximum request):			
7. Total cash income:	(must equal or exceed total cash expenses)		

**In-Kind is defined as the cash value of goods and services contributed by sources other than the grantee organization (for example, work done by volunteers or donated office space). Grantees must be able to produce records for in-kind contributions.

Application Form: Whole Schools Initiative Narrative (Year One)

Please address the following criteria in a narrative statement. It should not exceed three pages in length and the pages must be formatted with a one-inch margin on all sides and no smaller than a 12-point font for the type.

The criteria reflect the strategies that a school participating in the initiative needs to put in place over the course of the entire project. First year applicants are not expected to have a detailed plan in place for all of them. Rather, they need to provide an overview on how they will accomplish them during the project and give specific details on their activities during their first year in Whole Schools. First year grantees in WSI should focus on planning and getting ready for implementing the program in years two through six.

1. Improving academic achievement (20 points)

- Planned instruction and assessments are based on state and national standards
- The proposed project includes common planning time for teachers
- Time is set aside for curriculum planning and developing arts integrated lessons
- The project uses the arts to focus on an area of instruction needing improvement

2. Increasing students' skills in and knowledge of all arts disciplines (20 points)

- Professional artists and arts specialists are employed for leading arts experiences (for students) and training faculty
- Students are connected with arts resources in the community (such as museums, festivals, and local artists)
- Arts instruction is aligned with the state and national level standards

3. Professional growth for teachers and administrators (20 points)

The project includes:

- Professional development opportunities for teachers and administrators
- Team building exercises and cross-curricular lesson planning work
- All faculty are trained through participation in the WSI Summer Institute and Fall and Spring Retreats (this can be accomplished over the entire length of the school's involvement in WSI)
- Appropriate preparation and follow-up activities are in place for artist and consultant presentations

4. Increasing parental and community involvement (20 points)

- The project makes use of the community's artistic resources (such as local artists, museums, and other institutions)
- Parents and community members are invested in the project, through participation in the advisory team and specific project activities
- Information sessions on arts education are offered for parents and community members
- The school develops partnerships with community arts organizations to help support life long learning activities

5. Building a sustainable system for arts-integrated learning (20 points)

The Project:

- is supported at all levels in the school (staff, administration, parents)
- receives adequate financial support at the local level
- is promoted in the community, which builds support for arts education
- includes a thorough evaluation process
- meshes well with the school's existing mission or focus

Also:

- Newly hired staff demonstrate a commitment to the arts
- New staff will be mentored on arts integration
- Artistic supplies are maintained and replenished when needed

Application Form: Final Checklist for Whole Schools (Year One)

Incomplete applications, defined as applications missing one or more of the documents listed below, **will not be considered for funding and will be returned to the applicant.** Please make sure you have completed every section of the *Re-Application Form: Whole Schools Initiative* and have attached all of the required documents by actually checking items (✓) on the following list and signing off for completeness. **Remember to submit one original and one copy of the following:**

- Whole Schools Initiative Application Form
- Narrative (*three-page maximum*) in which you address the review criteria;
- Budget Itemization that explains in greater detail each expense and source of income included in the Budget section of the application;
- Project timeline, listing all of the major activities for the upcoming school year;
- Strategic Plan which includes the current year of the application.
- Résumés and biographies of consultants, artists and key personnel who will be involved in the program (Their roles in the program should be stated in your narrative.);
- Promotional information from the artists and consultants working on your project, if they are not members of MAC's Artist Roster. Please submit:
 - For artists: a brochure or promotional materials and a work sample (see Artist Roster guidelines for appropriate formats for work samples)
 - For consultants: a resumé and list of recent clients (including contact information for the clients)
- A copy of the contract or letter of agreement between your school and artists or consultants to be used in the project;
- Letters of support from organizations that are partnering with your school on the project. The letters should clearly explain the partner's role in the project.
- Appropriate supplementary materials related to the proposed project. Submit them in a three-ring binder to expedite panel review. The binder should not exceed 25 pages of material and the items included should be no larger than 8.5 x 11 inches.

Please do not bind or staple the application and required materials.

I certify that the application form is complete and that the above-listed documents are attached.

Project Director's Signature Date

Certification - Whole Schools Initiative Application (Year One)

The authorizing official and project director certify that the information contained in the application, including all attachments and supporting material, is true and correct to the best of our knowledge. We certify that the applicant will comply with all general and specific guidelines and restrictions of the Mississippi Arts Commission and, when applicable, of the National Endowment for the Arts, including the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Executive Order 12549, Fair Labor Standards, and the Drug Free Workplace Act of 1988.

Original Signature of Authorizing Official

Date

Name

Title

Signature of Project Director

Date

Name

Title

**Your application must be postmarked and in the mail no later than March 1, 2012.
Send it to:**

**Mississippi Arts Commission
501 North West Street
Suite 1101A, Woolfolk Building
Jackson, MS 39201**

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Additional Contact Names for Questions 26 – 30:

26. Additional Nationally Board-Certified personnel:

	<u>Name</u>	<u>Job Title</u>	<u>E-mail Address</u>
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27. Additional arts specialists on staff, both part and full time:

	<u>Name</u>	<u>Job Title</u>	<u>Arts Discipline</u>	<u>E-mail Address</u>
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28. Additional members of your Project Team:

	<u>Name</u>	<u>Title</u>
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30. List of the school staff who attended this past year's Whole Schools professional development opportunities, including the Whole Schools Summer Institute, the Fall Retreat and Spring Retreat:

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