

**INTERNATIONAL ARTIST LECTURE SERIES: VISION GRANTS 2019**

**Creativity in Education**

**GUIDELINES & INSTRUCTIONS**

**THE GRANT PROGRAM:**

The Cultural Council of Greater Jacksonville’s International Artist Lecture Series: Vision Grants 2019 – Creativity in Education is designed to provide support to individual artists/cultural providers and teachers in developing transformative and impactful educational projects for their students, schools and communities.

**ELIGIBILITY CRITERIA:**

To be eligible, the applicant must meet the following criteria:

* Be 18 years of age or older
* Attend two of the three lectures in the series:
  + Lecture One - Feb. 12, 2019: Cindy Meyers Foley – Discover the Transformative Process of Creative Thinking
  + Lecture Two - April 9, 2019: Dr. James Bequette – Discover the Lost Art of Creativity
  + Lecture Three - June 11, 2019: Juan Diego Fuentes – Reigniting Teachers through Creativity in Education
* If selected for a grant award, individuals not currently employed by a public school system may be subject to a criminal background check if they will be working with vulnerable populations to implement the project
* Organizations/schools are not eligible to apply
* Grant Period: Project must take place between Oct. 1, 2019-April 30, 2020

**HOW TO APPLY:**

* Following the third and final lecture in the “Creativity in Education” series, the Vision Grants 2019 application will be made available to lecture attendees via email.
  + Those that have attended two of the three lectures may apply for the grant.
* The application must be submitted online.
* Attendees will be provided with a link to the online system and a restricted access code:
  + LINK: <https://www.grantinterface.com/Home/Logon?urlkey=culturalcouncil>
  + RESTRICTED ACCESS CODE: VISION2019
* Create a log-in to the online grants system.
* Enter the restricted access code in the top right-hand corner of the “Dashboard.”
* You’ll see the name of the grant program – Vision Grants 2019. Click the “Apply” button and the application form will open so that you can begin work. You do not need to enter the restricted access code again. You can save a draft and log back in later. Click “Edit” to continue work.
* Read the grant guidelines prior to beginning work on the application. These are available as a link at the top of the application form. A grant writing tip sheet is also available as a link.
* Character counts for the proposal are included in the application form.
  + 3400 characters equates to approximately one page in Word.
  + Composing the text responses in Word and then copying and pasting them into the online system is recommended.
* Responses to questions marked with an asterisk are required.
* Work may be saved by clicking the “Save” button at the bottom of the form.
* Click the “Submit” button when the proposal is complete.

**REQUESTED INFORMATION AND PROPOSAL COMPONENTS:**

* Contact information
* School affiliation (if applicable)
* Demographic data
  + Gender, age range, race/ethnicity, zip code
* PROPOSAL:

1. Provide a biographical sketch of the applicant that includes qualifications for carrying out the project successfully (work history, artistic/cultural experience, education, etc.)

* Character count allowed: 1200

1. Describe what was learned about creativity from the lectures and what inspired the project.

Character count allowed: 1200

1. Describe the transformative, impactful, educational project.

* Please include when and where it will take place, who will participate, and the expected outcome(s).
* Character count allowed: 2500

1. Itemized budget of $500
   * Each grant award will be in the amount of $500.
   * The grant funds cannot be used for:
     + Personal mileage
     + Personal expenses
     + Professional development
     + Refreshments/lunch
   * Expenditures must take place during the grant period (Oct. 1, 2019-April 30, 2020)
   * Character count allowed: 1200
2. Support material - Upload and provide a description for any photographs, lesson plans, prior work, etc. that will help illustrate either the proposed project or the background/experience of the applicant.

* 25 MB allowed

**PROJECT EVALUATION:**

Grant awards will be determined by a panel of evaluators, who will evaluate eligible applications according to the five following statements:

1. The applicant is capable of carrying out the project successfully.
2. The applicant incorporates learnings from the lectures on creativity into the proposal.
3. The project is educational.
4. The project is transformative and impactful.
5. The project budget aligns with the project description.

**THE GRANT AWARD:**

* Grant awards of $500 will be awarded to up to 10 applicants who meet the eligibility criteria and demonstrate project merit.
* Grant awards will be publically announced during the Cultural Council of Greater Jacksonville’s State of the Arts event on Wednesday, Sept. 4, 2019 at the University of North Florida, featuring keynote speaker Dr. Diana Greene, Duval County Public Schools Superintendent.
* Grantees will receive complimentary tickets to attend the event ($40 value).
* All applicants will be notified of their award status prior to the event.
* To receive the $500 award, individuals must:
  + - Sign an award agreement
    - Sign a photo/publicity permission form
    - Provide a signed IRS Form W9
    - Complete a background check unless currently employed by a public school system
* Upon completion of the grant period, grantees will:
  + - Complete a brief, written report and provide budget receipts for the $500 award
    - Come together with the other grantees to share their learnings about creativity through implementation of the grant projects.

**TIMELINE:**

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| Wednesday, June 12, 2019 | Grant application available |
| Tuesday, July 23, 2019 (11:59 p.m. - online) | Grant application DEADLINE |
| Tuesday, August 27, 2019 | All applicants notified of award status |
| Wednesday, Sept. 4, 2019 | 2019 Vision Grant Awards publically announced during State of the Arts event |
| Prior to Monday, Sept. 30, 2019 | Grantee paperwork completed |
| Oct. 1, 2019-April 30, 2020 | Grant period – project must take place and grant funds must be spent between these dates |
| Tuesday, May 19, 2020 (11:59 p.m. – online) | Grant report DEADLINE |
| Tuesday, May 26, 2020  4-6 p.m. @ Cultural Council | Grantee sharing event |

**QUESTIONS?**

Contact Amy Palmer, Director of Grants Administration

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