

**REQUEST FOR PROPOSALS**  
**NEW JERSEY STATE COUNCIL ON THE ARTS**  
**ARTISTS-IN-EDUCATION (AIE) PROGRAM**

**Proposal Deadline: March 17, 2014**

**BACKGROUND:**

The New Jersey State Council on the Arts (NJSCA) is seeking a partner to administer its long-standing artists-in-education program, which centers on long-term residencies. Since the early 1970's the Council's AIE program has placed professional teaching artists in all disciplines in residencies that have been for at least 20-days. Since 1998 the Council has conducted this program through co-sponsorship with New Jersey arts organizations. The Council is seeking proposals to manage the program from prospective co-sponsor partners for academic year 2015.

The NJSCA's arts education program is an expression of its strong on-going commitment to the goal of quality arts education for all New Jerseyans and of its unshakeable belief that arts education is fundamental to a sound and complete education for all students.

The AIE program places practicing professional artists in schools across the state for long-term residencies which are offered in all disciplines and at all grade levels. Any school can apply for a one-year residency. Schools interview and select the artist to conduct the residency from the New Jersey State Council on the Arts (NJSCA) Teaching Artist Roster\* after grant awards are made.

The AIE program has well-articulated guidelines, including program components essential for schools to design and host an effective residency. All NJ public, private, charter and parochial schools are eligible to apply to the AIE Residency grant program.

Cosponsor program partners will agree to support and implement the program according to those established guidelines for FY15. All applicants should carefully review the following key documents to inform any proposal:

FY15 Artists-In-Education Residency Grant Guidelines and Application:

[http://njaie.org/downloads/aie\\_school\\_grant\\_guidelines\\_application\\_2014\\_2015\\_final.pdf](http://njaie.org/downloads/aie_school_grant_guidelines_application_2014_2015_final.pdf)

The AIE Residency Handbook: <http://njaie.org/>

**Eligibility:**

Proposals will be accepted from non-profit organizations or units of government that are current Council GOS/GPS/LAP and/or Co-sponsor grant recipients that have a focus on art education or an established arts-in-education program. Also required:

- History of commitment to and success in arts education programming.
- Experience in conducting residencies in schools in the arts.

**Scope of Work:**

The purpose of the request for proposal is to identify an organization to:

I) Implement the Council’s FY15 AIE Residency Grant Program to schools across NJ.

- Those schools will apply by March 2014, will be reviewed through a panel process in April and notified in May 2014.
- Those residencies to begin starting in the 2014-15 school year.

II) Collaborate with the Council to make the AIE program accessible to more schools.

**Period of Support:**

Will begin July 1, 2014 through June 30, 2015. Contract and agreement may be renewed through fiscal year 2016 (July 1, 2015 – June 30, 2016) subject to agency priorities, the availability of funds, performance and the Council’s regular review process.

**NJSCA Staff Support for the Project:**

NJSCA liaison and advisor: Robin Middleman, Senior Program Officer, Arts Education

Project Manager: Danielle Bursk, Arts Education Administrator

**Project Activities/Timeline**

The FY15 AIE Residency Grant Guidelines and Applications were released November 15, 2013 with a school application deadline of March 3, 2014

Peer Panel Review: April 2014

School Awards announced: May 2014 (subject to appropriation)

The number of residency grants awarded depends upon the number of successfully reviewed grant applications and the availability of funds.

The number of residencies awarded each year has ranged from 10 – 23.

**FY 15** – Support Residencies in Schools in the FY15 school year, plan and facilitate—together with Council Advisor and Project Manager--an expanded reach for the program in FY16.

**Evaluation Criteria:**

- Awareness and understanding of the core AIE Residency components as reflected in the AIE Residency Grant Guidelines and in the AIE Residency handbook

## NJSCA RFP Artists-in-Education Residency Program

- Attention to student learning in the arts, to professional development for teachers and to teaching artist preparation
- Attention to and awareness of best practices, Core Curriculum Content Standards in the Fine and Performing Arts and Common Core Standards
- Capacity to provide substantive classroom-based long-term residencies
- Capacity and willingness to work with other arts education organizations/agencies in the state as evidenced by a demonstrated history of successful collaborations and statewide partnerships
- The organizational infrastructure to efficiently carry out the responsibilities of co-sponsorship
- Appropriate and qualified personnel assigned to the project
- Capacity to work with schools at the local level as evidenced by history of successful local partnerships and
- Appropriateness of the budget and the ability to engage other resources to support the cosponsored project.

### **RFP Timeline:**

January 17, 2014	RFP released
February 7, 2014	RFP Information Session (Snow Date: February 13 <sup>th</sup> )
March 17, 2014	Deadline to submit proposal via e-mail
April 2014	Panel Review
May 20, 2014	New Cosponsor announced – Council meeting
May – June	Planning meetings take place with Council staff
July	NJSCA Annual Meeting – new awards announced
July – August	Artist/Teacher Institute** takes place Pre-Planning meetings and Teaching Artist Interviews take place with AIE Schools.
September – June 2015	AIE Residencies implemented in schools.

### **Professional Development for Teaching Artists**

In FY15 the slate of professional development programs and trainings that include:

- The Two-Day Statewide Training for Teaching Artists
- Mentorship Program – 3-day mentor/mentee program for artists conducting their first AIE Residency. An experienced artist is assigned as mentor to observe and provide guidance.

Will be managed by our Cosponsor program partner for the Artist Teacher Institute\*, Arts Horizons, in collaboration with the newly named AIE Residency Program cosponsor organization. The Two-Day Statewide Training for Teaching Artists will continue to be collaboration with AIE and the New Jersey Arts Education Collective [www.njaec.org](http://www.njaec.org)

**\*AIE TEACHING ARTISTS** AIE teaching artists are selected through a rigorous peer panel review process managed by the NJSCA. They are evaluated for both the quality of their artwork and their ability to create lively, substantial and sequential arts programs in an educational setting. Through mentorships and professional development, they learn how to work collaboratively with teachers and administrators and bring the best possible programming to schools.

### **\*\*Artist/Teacher Institute**

An important benefit of the AIE Residency Grant is a full tuition stipend for one teacher to attend New Jersey's acclaimed summer Artist/Teacher Institute, now in its 39th year and Co-sponsored with Arts Horizons. Teachers of all subject areas participate in hands on workshops in the visual, performing, literary and digital arts to explore their creativity, learn from a community of peers and study with master teaching artists in preparation for the residency. Teachers are provided with documentation of up to 40 credit hours of Professional Development.

## **RFP APPLICATION MATERIALS**

**Cover e-mail:** Please enter in subject line – ***FY15 Artists-in-Education Request for Proposal***

Please include a brief paragraph with the name of the applicant organization/organizations, the name, phone and e-mail of the person to contact about the application, and signed with name, title and e-signature of the executive director and board president.

**I. Proposal Narrative:** *For the purpose of the narrative and the budget please base on a projection of 16 residencies taking place in schools across NJ. Please respond to the following narrative sections in no more than five (5) pages. (Minimum font size 11)*

### **Please provide:**

1. A brief description of the mission and programs of the organization.
2. Specific information on current and past involvement in artists-in-education programs.
3. A description of the organizations' current collaborations/partnerships in arts education (and/or other program areas).
4. A description of the organizational structure including board and staff that will support the program.
5. A detailed description of the proposed program structure and implementation including the process by which residencies will be evaluated and monitored.
6. A well-developed evaluation plan which addresses evaluation of student learning, teaching artists and program staff as well as the overall program.
7. A description of proposed ideas, suggestions, plans and vision for possible changes in structure and delivery of the AIE program beyond FY15 with the goal of expanding the reach and making the AIE Program accessible to more schools statewide.

## **II. Project Budget:**

Please complete the forms available at: <http://www.nj.gov/state/njsca/pdf/fy2015-aie-rfp-budget.xlsx>

### **RFP Project Budget Form:**

The Residency Costs are pre-filled in based on a projection of 16 awarded grants to schools. This scenario is based on the 16 schools requesting grants in the amount of \$8500 per school that covers:

- The minimum number (20) of residency days
- Residency visiting artist/field trip allocation of \$1200
- Tuition/Stipend for the Artist Teacher institute of \$1000
- On-site evaluator fee of \$300

Schools are required to provide a minimum of a 3:1 match from their school budget and/or other sources that covers release time, supplies and materials, equipment, documentation & evaluation sufficient to support the residency that they have proposed.

A final revised budget will be completed based on the actual number of residency grants awarded (May 2014).

### **RFP Project Budget Expense Detail Form:**

Please detail the staff support and costs that are summed up and listed in the Staff Salaries line of the RFP Project Budget. Please ensure that your narrative supports and illustrates the budget request especially in the area of staff direct support for residencies.

**III. Support Materials:**

- Resumes of key staff
- Optional: Link(s) to documentation of in-school residencies, this could include brief videos and photos. Please include a brief description: grade(s) of students, length of residency, focus of residency, name of teaching artist, and name of school. (10 minutes maximum)
- Examples of resources for teachers such as lesson plans or other materials in support of residencies.

**FOR INFORMATION REGARDING THIS REQUEST FOR PROPOSAL  
PLEASE CONTACT:**

Robin Middleman  
Senior Program Officer, Art Education  
New Jersey State council on the Arts

[Robin.Middleman@sos.state.nj.us](mailto:Robin.Middleman@sos.state.nj.us)

609-984-6815

**All applications should be submitted as attachments via e-mail by March 17<sup>th</sup> to:**

[Robin.Middleman@sos.state.nj.us](mailto:Robin.Middleman@sos.state.nj.us)