



Heritage Artwork in Public Places Program

**ART EDUCATION GRANT:
GUIDELINES AND APPLICATION**

Fiscal Year 2023 - 2024

DUE: Friday, June 16, 2023

Gus Velasco Neighborhood Center
9255 Pioneer Boulevard
Santa Fe Springs, CA 90670

ATTN: Ruby Picon, Management Analyst II
(562) 692-0261, Ext. 3216
RubyPicon@santafesprings.org

or

Edmund Ramirez, Executive Secretary
(562) 692-0261, Ext. 3211
EdmundRamirez@santafesprings.org

ART EDUCATION GRANT GUIDELINES

ELIGIBILITY

1. Grants are provided to schools or organizations predominantly serving Santa Fe Springs students in grades K – 12.
2. Proposals must clearly explain how children’s knowledge and awareness of art will be enhanced.
3. Proposals must clearly explain how the art grant will provide age and skills appropriate learning opportunities.
4. Art Education Programs must provide hands-on and/or learning projects that may culminate into exhibitions, productions, demonstrations, or art-related fieldtrips.
5. Project must be completed during the funding cycle.
6. For schools, projects may take place during regular school hours, and/or after school.
7. Only principals, teachers and/or program directors may apply for the grant. For teachers and program directors, the **principal** of your school or the **executive director** of your organization must review and sign the proposal. School and/or organization volunteers and/or aides are not eligible to apply. Contract artist(s) **MAY NOT** apply or sign applications.
8. Contract artist(s) must be over the age of 21.
9. Only one application per teacher/program director may be submitted. (*Except when a teacher/program director submits an application for two different schools.*) Principals may apply for one grant for their school.
10. It is expected that your art project is collaborative, both financially as well as in implementation. Failure to list how this will be accomplished and with whom could reduce or eliminate funding for your project. Parent group involvement, fundraising activities, and/or sponsorships are required. List all participants and/or funds contributed towards the project.

BUDGET (AMOUNT NOT TO EXCEED \$5,000)

11. The budget must clearly identify how the funds will be used.
12. Applicant **MUST** submit itemized budget template included in application.
13. Art grants must be spent for the approved program. Supplies must be used during the school year for which the grant was awarded. **Monies not spent must be returned.**
14. The grant may only be used for approved projects. Any changes to the approved project must be submitted in writing and receive approval from the committee before implementation. Changes without approval could result in requesting the return of the grant funds and/or being disqualified from future grants.

15. Art grants may be used for the following allowable expenses:
- a. study units about art masters/meet the masters
 - b. musical and theater productions (one per year)
 - c. recorded music
 - d. art/music educators (contract artists)
 - e. cultural art
 - f. art supplies (i.e. paint, crayons, art pencils, construction paper, glue, glitter, etc.)
 - g. sheet music (must remain at school/organization)
 - h. costume fabric
 - i. art museum fieldtrips
 - j. buses/transportation to field trips
 - k. substitute teachers for required field trips
 - l. concerts
 - m. printing as award of art competition
 - n. **This item is only allowable for high schools:** electronic devices* (tablets, computers, etc.) and software* needed for digital art (devices and software to remain the property of the school organization and must remain on the premises at all times).
Examples of digital art: animations, videos, digital photography, digital collage, pixel art, etc.
16. Art grants **may not be used** for the following:
- a. food and/or refreshments
 - b. tools
 - c. lumber
 - d. lights
 - e. equipment
 - f. knives or any other implement not allowed in schools
 - g. chaperone expenses
 - h. P.A systems
 - i. computer games
 - j. window coverings
 - k. stage curtains
 - l. finished costumes
 - m. mirrors
 - n. audiovisual equipment
 - o. shipping charges
 - p. musical instruments
 - q. printing (i.e. worksheets, flyers, programs, brochures)
 - r. theater rental
 - s. fundraising: grant funding may not be used to re-sell items funded by art grant
17. Materials, devices and supplies purchased with an art grant become property of the school/organization. In the event that the teacher/applicant leaves employment at the school, school district or organization, the items purchased with the art grant must remain at the original school or organization and the successor of the art project must assume the oversight of the approved proposal.
18. All printed material related to the grant must list the Heritage Artwork in Public Places Program as a funder of the project(s).

REQUIREMENTS – ART GRANT APPLICATION

19. All proposals **must** be typed. Hand written proposals will not be considered. You may download the application from our website at www.sfsheritagearts.org. Please do **not copy and paste from a previous application**.
20. Proposals must be emailed to RubyPicon@santafesprings.org. Proposals are due **June 16, 2023**.
21. Art Grant applications received after due date will be disqualified.
22. All supporting documentation must be submitted with the application. Incomplete proposals, and proposals with insufficient clarification **will not** be considered.

REQUIREMENTS – ART GRANT FINAL FINANCIAL REPORT

23. By accepting the funds, the school or organization agrees to submit a final report including a financial summary by the end of the school year. These reports are due no later than **May 19, 2023**. Failure to submit the report will result in the disqualification of the school/organization from future grants. The final report form is available on our website at www.sfsheritagearts.org.
24. It is highly recommended you invite the Heritage Arts Advisory Committee to view your project by sending an email to Edmund Ramirez, Executive Secretary to the Heritage Arts Advisory Committee at EdmundRamirez@santafesprings.org. In your email, include a schedule of program dates and times.
25. Final report must be typed. Hand written reports will not be considered.
26. Applicant must provide photographs and/or samples of the project. This documentation must be submitted with the final report. **Grant funds may not be used for this purpose.**
27. If any of these guidelines are deemed unmet, the Heritage Arts Advisory Committee may elect to disallow you from submitting any future Art Education Grant Applications.

DATES TO REMEMBER

Financial Report for FY 2022-23 Art Grant Due:	May 19, 2023
Grant Application for FY 2023-2024 Due:	June 16, 2023
Announcement of Grant Award or Rejection:	August 2023
Award Disbursements:	September 2023
Financial Report for FY 2023-2024 Proposal Due:	May 17, 2024