



GASP Grant Guidelines

Eligibility

To be eligible for a GASP grant, an **ARTIST** must meet all four of the following criteria:

- Be a professional in their art field (a person who devotes a significant portion of their time to creating, practicing, performing or teaching any of the arts);
- Have prior experience presenting an art program or project in a classroom setting*;
- Reside in Mendocino County;
- Be a current member of the Arts Council of Mendocino County.

*Please contact the Arts Council if this is the only criterion you lack. Mentorship opportunities are available.

In order to be eligible for a GASP grant, a **SCHOOL, AFTER-SCHOOL PROGRAM or PERFORMANCE VENUE** must meet both of the following criteria:

- Be serviced by MCOE (private schools are currently ineligible).
- Be able to present a GASP program during the regular school day, or in an arts and education after-school program.

Eligible Projects. Eligible artistic disciplines include:

1. Performing: dance, music, theater or a combination thereof
2. Media Arts: digital arts, radio, graphic arts, etc.
3. Visual Arts
4. Art History
5. Literary Arts
6. Multidisciplinary & Interdisciplinary (e.g., printmaking and bookbinding, or poetry writing and silk screen)

Eligible projects should fit into one of the following three program categories:

1. Performance. A Performance must fit into a 45–60 minute timeframe, which is the length of a typical school assembly program. Performances can be interactive or follow a lecture-demonstration format.
2. Classroom Sessions. Classroom sessions involve working with one to four 45–60 minute classes per day. Each class meets with the artist for one class period. Sessions can take

place over multiple days/weeks. Sessions must be participatory, with students actively involved in hands-on activities, and should be curriculum-based.

3. **Residency Programs.** Residency Programs include multiple encounters with the same group of students. A residency program should be a minimum of 3 and a maximum of 30 sessions long. The residency program must be participatory, with students actively involved in hands-on activities, and must be curriculum-based. **These programs must be pre-approved and have access to additional outside funds.**

Ineligible Projects Ineligible GASP programs include the following: Projects of a religious nature that are designed to promote or inhibit religious beliefs and/or practices and which have no basic underlying secular theme or topic. Projects that are not curriculum-based. Activities that are not primarily focused on arts.

Application Process

First-time applicants are encouraged to discuss their proposed projects with Arts Council staff prior to submitting their application.

The Application Packet. There are five required elements to the Application Packet:

1. **Artist Application Form:** Application must be completely filled out, signed and dated.
2. **Artist Resumé or Bio:** Submit a 1-2 page biography or resumé that highlights your experience, qualifications and background.
3. **Project Summary:** Describe the ways in which the project specifically relates to the curriculum at the specified grade level (up to 3 pages). Explain how proposed programming will enhance curriculum as outlined in the California Arts Standards <https://www.cde.ca.gov/be/st/ss/vapacontentstds.asp>
4. **References:** All applicants are required to submit reference letters from TWO professional references. One MUST be from an educator who can attest to the applicant's prior experience presenting an art program or project in a classroom setting. Please be sure to give them sufficient notice so that they are able to meet the application deadline.

Please note: Return applicants may access previous teacher evaluations (at the APMC Office) to use in lieu of educator recommendation; but the applicant MUST provide five copies as part of the application.

5. **Artistic Support Materials:** Please submit no more than six samples, which should pertain to your application discipline. Support materials must include artist's professional work, but can also include samples of previous work with students. **Applicants must provide list and explanation of support materials:** Clearly state what each sample is, the year it was created, and by whom it was created (artist or student).
 - Acceptable formats: DVDs, CDs, URLs & writing samples. The panel will review up to 3 minutes of a performance, and up to 6 digital images.
 - Materials should be recent (within the past three years) and should be

- representative of the programming and the artistic discipline.
- Do not submit one-of-a-kind works; the ACMC cannot assume liability for lost or damaged materials.
 - Additional support materials may include any of the following for all disciplines: brochures, postcards, posters, flyers, education handouts or study guides, programs, announcements, press clippings and reviews, published writings, journals, photographs, etc. Producing companies with restrictions regarding recording of performances should submit another type of visual material (photo, flyers, etc.) If you are providing a URL to a website, please include any necessary information on required plug-ins or the navigation path.

Assembling and Submitting the Application Packet

Please submit your application in this order:

1. The complete Artist Application Form with signature;
2. Followed by the Artist Resumé or Bio (1-2 pages);
3. Followed by the Project Summary (3 pages or less);
4. Followed by two Letters of Reference;
5. Followed by a brief Description of the Artistic Support Material(s) (no more than 6 samples).
A single set of artistic support materials (work samples) should be included but NOT COLLATED into the application packet.

Number of Copies Please submit FIVE collated, double-sided, 3-hole punched, paper-clipped (not stapled) copies of items 1-4, and ONE set of artistic support materials. This is a postmark deadline; faxed or emailed applications will not be accepted.

Return of Artistic Support Materials Artistic support materials will be returned to the artist only if a self-addressed stamped envelope is included in the application packet. If the SASE is not received, support materials will be discarded following the review panel meeting.

Mail Application Packet to: Arts Council of Mendocino County, Attn: GASP Artist Application, 309 East Perkins Street, Ukiah, CA 95482

Panel Review and Award Notification

Artist applications will be evaluated by a review panel appointed by MCOE and ACMC and assessed according to the following criteria:

Artistic Quality: The artist/arts organization is well versed in their artistic discipline. The application, support materials, and credentials of the artist demonstrate a high level of quality and skill.

Educational Merit: The artist has the ability to offer curriculum-based educational programming for students, as evidenced by the class/performance description, project summary, support materials, and recommendation letters. The application and attachments illustrate how the proposed programming will enhance curriculum, as outlined in the “Visual and Performing Arts Framework for California Public Schools,” available as a pdf at this site: <https://www.cde.ca.gov/be/st/ss/vapacontentstds.asp>

Experience in Schools (K-12): The artist is experienced in presenting programs in schools at the stated grade levels. The application should include detailed information on past experience that demonstrates that the artist is dependable, cooperative, articulate and knowledgeable.

Evidence of Administrative Capacity: The application reflects a high level of professionalism, and demonstrates that the artist has the ability to implement the programs and adhere to the GASP reporting requirements.

Artistic and educational uniqueness: The proposed programming is comprehensive, and offers a unique approach to the subject matter.

Other Grant Requirements

Fingerprint Clearance: In accordance with an agreement between the Mendocino County Office of Education and the Arts Council of Mendocino County as determined in Education Code section 45125, artists who will have one-on-one contact with students as part of their GASP grant will be required to obtain fingerprint clearance prior to presenting their workshop or performance. The artist's out-of-pocket expense for this procedure will be \$12. Artists who already have clearance with MCOE will not be required to go through the process again.

Artist Contract: Applicants accepted into GASP will enter into a binding agreement with the Arts Council of Mendocino County for the project period. This contract, outlining all services related to the project, will be issued prior to the start of the project period. No work shall begin before the contract is signed.

Site Visit: Immediately upon scheduling a GASP workshop or performance with their appointed school, the artist is required to notify the Arts Council of Mendocino County of the confirmed dates. The APMC may arrange for a GASP representative to conduct a site visit during the project period.

Artist Evaluation Form: The Arts Council of Mendocino County requires the artist to submit an Artist Evaluation Form upon completion of the performance, workshop, or extended classroom visit.

School Verification Form: The Arts Council of Mendocino County requires the artist to obtain the signature of the school administrator or participating teacher on a GASP Verification Form at the conclusion of the project. The purpose of the Verification Form is to verify the occurrence and completion of the GASP performance, workshop, or extended classroom visit, and the number of students involved.

Artist Payment Claim: An Artist Payment Claim form must be submitted by the artist to the Arts Council of Mendocino County for payment at the conclusion of the project. Receipts will be required for reimbursement of grant-related materials expenses.

Questions?

Email gasp@artsmendocino.org or call 707.463.2727