

ARTS CONNECT

2018- 2019 Arts Connect Fund Participating Campus Guidelines

Background

Arts Connect exists as a hub where capacity building, advocacy, data collection and funding meet to advance arts equity on behalf of Houston ISD students.

The Arts Connect Fund supports the creation of an arts ecosystem where schools engage with arts organizations to facilitate programming including professional development for teachers, customized student art experiences and arts integrated curriculum. Specifically, the fund supports in-school residencies, performances on campus, field lessons/trips and professional development for teachers with a focus on arts instruction, arts experience or arts integration.

The Arts Connect Fund is focused on:

1. Expanding access to arts instruction for students in HISD to close the gap in arts equity
2. Connecting schools and arts partners to build sustainable relationships
3. Increasing the time and resources dedicated to the arts during the school day
4. Building capacity of schools and arts partners to provide arts instruction
5. Increasing learning and understanding of arts education across multiple disciplines
6. Demonstrating that the city of Houston is committed to inspiring bright minds through the arts

Arts Connect Fund Guidelines and Requirements

Arts organizations will submit proposals endorsed by the campus principal or arts liaison. Arts Connect has allocated \$4000 for each Participating School through the Arts Connect Fund to deliver arts experiences, arts instruction, and arts integration to selected campuses in Houston ISD during the 2018-2019 school year.

General Proposal Guidelines

- Each arts organization is encouraged to engage with as many campuses as their organizational capacity allows.
- Each campus is encouraged to engage with multiple arts partners simultaneously.
- Funds should not be used to replace line items in existing school or district budgets.
- Funds are intended to extend or complement existing resources.
- Programs must take place during regular school hours. Funding for after-school programs would only be considered if it is an extension of a program during the school day. For resources concerning funding for out-of-school programs, see the Harris County Department of Education or Out 2 Learn.

Funding Term Limits

Arts Connect Funds will be awarded for the 2018-2019 academic year for each campus to engage in Arts Partner programming.

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Arts Partner Requirements

In order to demonstrate a continued pledge to fostering arts education equity in Houston and financial stewardship of the Arts Connect Fund, arts organizations are required to:

- Submit the initial application to request support from the Arts Connect Fund
- Submit a comprehensive final report following program completion, including, but not limited to, program data and stories of student impact
- Send invoices directly to the campus for the campus allocation
- Include Arts Connect support language and/or logo on relevant website, programs, and other organizational materials
- Arts Connect support language: *"This project is supported in part by Arts Connect. [Arts Organization name] is a partner of Arts Connect, working to ensure arts education equity for Houston ISD students."*

Campus Requirements

In order to demonstrate a continued pledge to fostering arts education equity in Houston and financial stewardship of the Arts Connect Fund, campuses are required to:

- Confirm programming commitments with Arts Connect during the application process
- Provide funding that will receive a \$5 to \$1 match by the Arts Connect Fund up to their campus allocation
- Develop partnerships directly with Arts Connect partner organizations (including selection of programming, scheduling, and subsequent payments)
- Cover the programming costs that exceed those covered by the Arts Connect Fund
- Display an Arts Connect banner on campus during the duration of programming
- Confirm that programs occurred as agreed, share campus data, and share stories of student impact through a final report
- Including Arts Connect support language and/or logo on campus website, electronic banner, and other related materials
- Arts Connect support language: *"This project is supported in part by Arts Connect, working to ensure arts education equity for Houston ISD students."*

Glossary of Terms

Arts Experience – opportunities for students to have a first-hand experience witnessing an art exhibition or performance (i.e. performances on campus, artists visits, field lessons/trips)

Arts Instruction – opportunities for students to learn how to create art within a given artistic discipline (i.e. master classes, sectionals, workshops, applied classes)

Arts Integration – opportunities for students to learn in a cross-curricular manner, fusing the arts and other subjects (i.e. a math/dance lesson, ELA/music lesson, science/theatre lesson)

Arts Partners – Arts organizations of varying disciplines that have indicated commitment to fostering arts education equity for Houston ISD students

Participating Schools – Schools committed to working with Arts Connect to bring arts opportunities and programming to their students and teachers

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Application Process

Arts organizations send completed application and attachment by 5:00 pm on the due date to foundationservices@ghcf.org with subject line “Arts Connect 2018-2019 Application Round #.”

Applications with new or existing programming can be submitted at any of the application rounds. Additional application rounds will be made available based on available funding:

- Round 1 – This round may be more suitable for existing partnerships
- Round 2 – This round allows more time to establish new partnerships
- Round 3 – This round allows for new or extended programming to be developed

Project Start	Application Rounds	Application Deadline	Awards Posted
Fall Semester	Round 1	September 7 th	September 24 th
Fall Semester 2	Round 2	October 5 th	October 22 nd
Spring Semester	Round 3	November 30 th	December 17 th

Arts Connect Fund Support and Technical Assistance

Ongoing support is available to arts organizations and campuses through:

- Arts Connect:
Deborah Lugo, Director, Arts Connect
(713) 305-6192. deborah@artsconnecthouston.org
- Houston ISD Fine Arts Department:
Craig Hauschildt, Arts Integration Specialist, Houston ISD
(713) 504-4101, craig.hauschildt@houstonisd.org
- Arts Connect website (www.artsconnecthouston.org)
- Meet & Greet (scheduled for Thursday, September 13, 2018 at 4pm)
- Reports showing campus allocation utilization

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Arts Partners 2018-2019

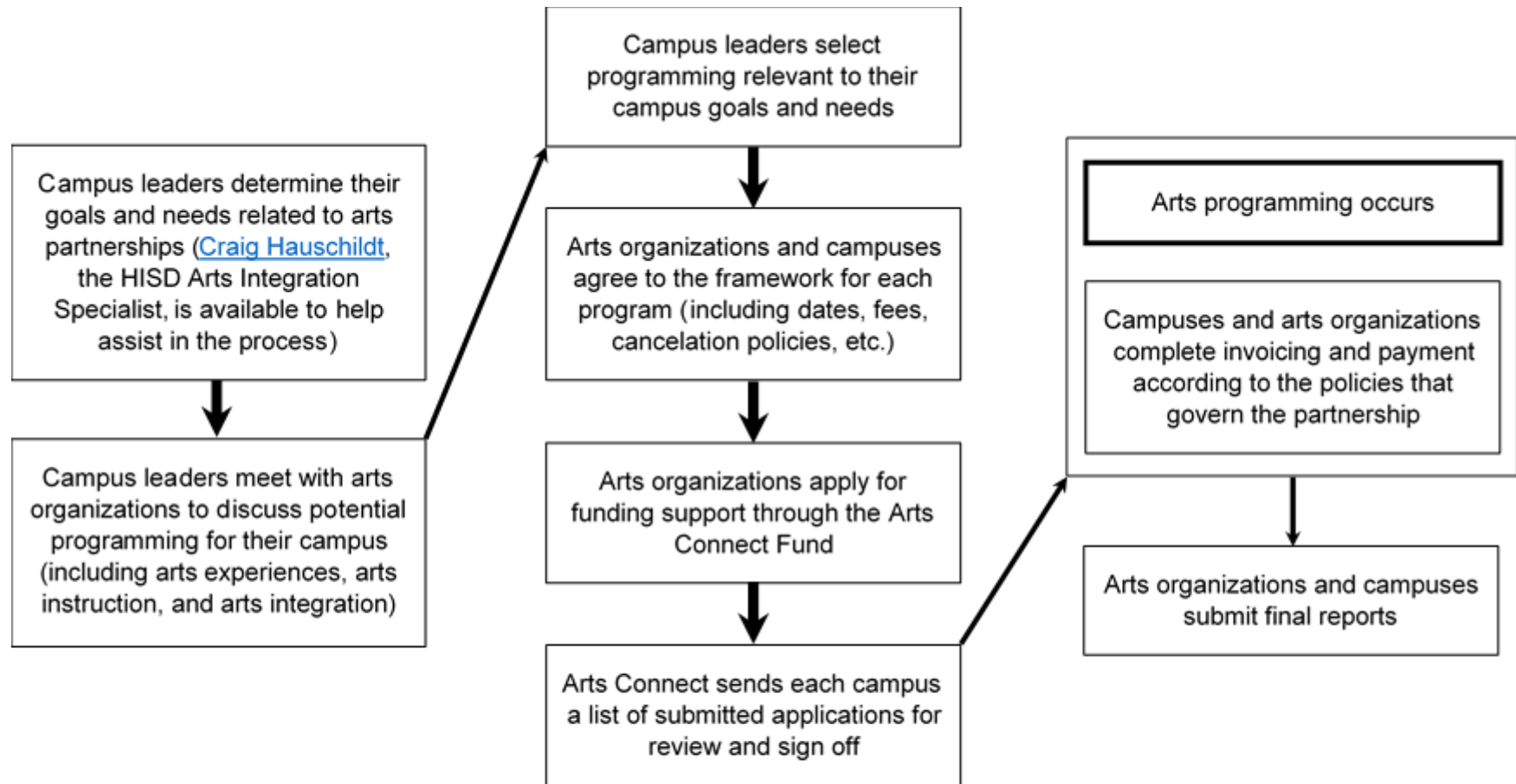
Hyperlinks open to organizational websites and direct email links:

Arts Partner Organization	Primary Contact
AFA	Michael Remson
Alley Theatre	Mary Sutton
Aperio	Michael Zuraw
Ars Lyrica	Kinga Skretkowicz-Ferguson
Art League Houston	Eepi Chaad
Arte Publico Press	Marina Tristan
City Art Works	Margaret Bott
Contemporary Arts Museum Houston	Felice Cleveland
Da Camera	Brandon Bell
Ensemble Theatre	Tisha Dorn
Express Children's Theatre	Tim Fried-Fiori
FotoFest	Molly Blanchard
The Hobby Center	Judi Stallings
Houston Ballet	Jennifer Sommers
Houston Center for Photography	Natalie Rodgers
Houston Chamber Choir	Mariam Khalili

Arts Partner Organization	Primary Contact
Houston Children's Chorus	Stephen Roddy
Houston Grand Opera	Carleen Graham
Houston Symphony	Pam Blaine
Houston Youth Symphony	Sarah Loudermilk
Main Street Theater	Jonathan Gonzalez
MECA	Alice Valdez
Mercury	Andres Gonzalez
METdance	Michelle Smith
Museum of Fine Arts, Houston	Jennifer Beradino
Musiqa	Brian Hodge
Nameless Sound	David Dove
Prelude Music Foundation	Ana Trevino-Godfrey
Society for Performing Arts	Shannon Crider
Take the Stage	Kathy Starr
Texan French Alliance	Karine Parker
Theatre Under the Stars	Sara Brunow
Writers in the Schools	Jack McBride

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General Workflow for Arts Connect Fund



- Craig Hauschildt, HISD Arts Integration Specialist, will provide internal support to campus leaders as needed to ensure that funds are utilized and support campus goals
- This workflow is only meant as general guidance and details may vary based on the nature of specific partnerships.

Frequently Asked Questions

1. I love the arts, but I don't know where to start. Who can I contact for assistance?

Arts Connect does not expect that every campus leader is an expert on every program that the Houston arts community can offer a campus. For help getting started, please contact Craig Hauschildt (craig.hauschildt@houstonisd.org). He is the district support for arts integration and is also responsible for helping establish and support arts partnerships throughout the district. He can come to meet with you to help you determine how to start.

2. I have a number of established arts partners, but I'm looking for something new. Who can I call for assistance?

That's great! Always feel free to reach out to Craig Hauschildt (craig.hauschildt@houstonisd.org) for guidance, but you are also encouraged to speak with one of your current partners. They may have a relationship with another arts organization and can help connect you. The Houston arts community is a wonderful network of people that are interested in supporting the arts on your campus.

3. Who is responsible for completing the application for the Arts Connect Fund?

Arts partners, with endorsement by the campus liaison or arts liaison, are responsible for completing the application for the Arts Connect Fund.

4. How does a campus know if they have exceeded their allocation?

Campus leaders have access to a budget worksheet to help them track their programs during the planning. (Please contact Deborah Lugo at deborah@artsconnecthouston.org if you need a copy.) After the arts organizations have submitted the funding request, Arts Connect will send you a summary of the requests for your campus for you to review and sign off on. That process will ensure that the funding requests have not exceeded the funding allocation for your campus.

5. How do we calculate the amount of the program that the campus is responsible for covering?

The Arts Connect Fund matches every \$1 that a campus spends on developing arts partnerships with \$5 up to the campus allocation. That means that the campus is responsible for 1/6th of the cost of the program up before they reach the campus allocation and 100% of any programming costs in excess of the allocation.

6. We need a program to start before one of the grant deadlines, what should we do?

The arts organizations have information on how to submit a time sensitive application. They should be able to address the issue.

7. How do we confirm that programming has occurred?

A short report following program completion will be required prior to final Arts Connect Fund distribution to the arts organization.

8. What happens if a program is cancelled?

Campuses and arts organizations are responsible for the framework of the partnership. We recommend that every campus confirm the cancelation policy with each arts organization during the planning period.

9. How does a campus pay an arts organization?

The relationship between the campus and the arts organization happens directly. Many arts organizations will provide an invoice for their services. Please check with each arts organization to know their policy.

10. When does the campus pay the matching portion of the funding?

Schedule of required campus payment is determined between the arts partner and campus. Arts partners will invoice schools according to their policies.

11. An arts organization has reached out to us that is not an HISD vendor, what do we do?

Some arts organizations are not official vendors with HISD. For information regarding vendor status or any other related questions, contact Craig Hauschildt.

12. What information will we need to collect so that we have everything we need for the final report?

We are currently developing the final report and we expect that it will be ready by the end of September 2018. We expect that it will include basic information like dates of programming, grade levels served, number of students served, etc., as well as stories of student or teacher success. The goal for gathering this information is to report back to funders on the collective work and to create a public narrative highlighting the value of creating arts partnerships in general. Individual arts organization data and stories will be shared only in agreement with that arts organization. More information will be available soon.

13. I'm confused, who should I contact?

For campus support please contact Craig Hauschildt (craig.hauschildt@houstonisd.org).