

Arts and Foreign Language Implementation Assistance Grant

A Partnership
of the

Illinois State Board of Education (ISBE)
and the Illinois Arts Council (IAC)

What is the purpose of the implementation grant?

- The purpose of the grant is to provide financial resources to introduce or expand instruction in the arts or foreign language and to develop means for perpetuating the funded program with local resources after the conclusion of the three year grant period.

Is having a Planning Grant a prerequisite to being awarded an Implementation Grant?

- Receipt of a Planning Grant is not a prerequisite to eligibility for implementation funding.
- However, all applicants must demonstrate that a comprehensive planning process has occurred with respect to the program being proposed.
- Applicants must present a plan outlining goals and strategies to initiate, strengthen or improve their arts or foreign language program.

Who is eligible to apply?

- School districts, public university laboratory schools approved by ISBE, charter schools and area vocational centers are eligible to apply.

Can schools submit a proposal for both arts and foreign language?

- No, a school may not submit proposals for both subject areas. Each applicant must pick one subject area – arts OR foreign language – and write the proposal for that subject area.
- If a school previously received a planning grant, that school must write the implementation proposal for the same subject area.

Are there any restrictions in the application process?

- Any school that has received an implementation grant for one subject area (arts or foreign language) may not apply for another grant for that purpose at this time.
- No grantee shall receive more than one implementation grant for the arts and one implementation grant for foreign language.

How much are the grant awards?

- Individual grant awards will not exceed \$100,000 depending on the programmatic needs, size of district and level of implementation proposed.
- The total amount of funding that will be available for FY 2009 is \$1,000,000.

How long is the grant period?

- The grant period will begin no sooner than December 15, 2008, and will extend from the executed date of the grant until June 30, 2009.
- It is the intention of ISBE to approve implementation grants for a three-year period, provided sufficient funding is available.

Does this mean a school automatically receives the grant for three years?

- At the end of the original implementation grant period, each subgrantee will be asked to fill out a continuing application for year two and later another continuing application for year three.
- Future awards are contingent upon the availability of funding and approval of the continuing application.

Will the funding be the same in years two and three?

- Funding for years two and three will be contingent upon the availability of funds and the satisfactory progress of the grantee in the preceding grant period.
- The funding for each implementation grant decreases in years two and three.
- Grants for each implementation year are as follows:
 - Year 1 – not to exceed \$100,000
 - Year 2 – not to exceed \$ 75,000
 - Year 3 – not to exceed \$ 50,000

Does the applicant have any financial responsibilities?

- Yes, the applicant is required to provide matching funds in each year of funding.
- Year 1 – requires a match equal to 25% of the total grant received in FY 2009
- Year 2 – requires a match equal to 50% of the total grant received in FY 2010
- Year 3 – requires a match equal to 100% of the total grant received in FY 2011

Are there restrictions regarding matching funds?

- Yes. The matching funds may be of cash or in-kind donations (e.g., materials, staff time beyond the regular workday, principal's time during and beyond the regular workday, services that would otherwise be a cash expense).
- The in-kind donations match must not exceed 50% of the total match required.

How long is the grant period?

- The grant period will begin no sooner than December 15, 2008, and will extend from the executed date of the grant until June 30, 2009.

When is the proposal due?

- The proposals are due on November 24, 2008, no later than 4:30 p.m. Applicants must submit one original and seven copies.
- The proposals may be mailed to:
Illinois State Board of Education
100 North First Street, C-215
Springfield, Illinois
62777-0001

Can I hand-deliver the proposal?

- Yes, the proposals may be hand-delivered to the following locations:

Illinois State Board of Education

Springfield Office

Information Center – 1st Floor

100 North First Street

Illinois Arts Council

Chicago Office

Reception Area – Suite 10 -500

100 West Randolph Street

(For IAC drop off, applicants must have a government-issued ID and should arrive no later than 3:30 to allow time to pass through security.)

Can I email or fax my proposal?

- No facsimile or electronic copies will be accepted.

What must I do before I apply?

- Schools should submit a Letter of Intent to Apply by email no later than November 6, 2008.
- The Letter of Intent should include the subject area (arts or foreign language); name and address of applicant; name, phone number and email address of the contact person.
- This letter should be emailed to Ann Nonneman at anonnema@isbe.net.

What should applicants consider when planning the proposal?

- Each proposal must address the following:
 - Need,
 - Overall goals,
 - Objectives and Activities, and
 - Sustainability of the program.
- See pages 4-5 of the RFP for more detailed information.

What is acceptable evidence of sustainability?

- Applicants will be asked to:
 - present a portfolio of available district resources and funding from outside sources for which commitments may be secured so that the program can be sustained in future years.
 - describe the steps that will be taken to ensure that continuation of the program in years two and three will be done in an effective and efficient manner.
 - attach letters from local cultural or linguistic organizations, business partners, parent organizations, regional philanthropic organizations, and other private funding resources to help implement and sustain the project. Each letter must be signed by the official authorized to commit the resources on behalf of the entity and include a brief description of the support that will be provided.

What activities are allowable under this grant?

- General administrative expenses directly related to the program (no more than 5% of the grant award);
- Staff salaries and benefits (no more than 50% of the grant award);
- Technology and equipment directly related to implementation of the proposed program;
- Supplies and materials related to the program;
- Professional development for certified staff (MUST be at least 10% of the grant award);
- Travel for certified staff directly related to the program (e.g., approved conferences, ISBE meetings, site visits to exemplary programs in or out of state);
- Field trips (e.g., transportation, admission charges) that support the instructional program;
- Contracts with outside organizations to provide resources for the program; and
- Substitute teachers to allow for release time of certified staff to participate in services directly related to the program.

What are the restrictions of the grant funds?

Grant funds may NOT be used for:

- Fundraising activities;
- Salaries for non-certified personnel;
- Expenses to outside organizations or individuals and/or short term projects that are not connected to the program being implemented and are not aligned to the Illinois Learning Standards;
- College or university tuition.

What do I have to do when the grant period ends?

- Each grantee will submit a **Final Performance Report** consisting of the following:
 - A brief summary of the implementation process;
 - An evaluation of the effectiveness of the implementation process;
 - A district personnel report consisting of the staff involved and their role in the implementation process;
 - A resources report (human and material) with a description and cost and services provided;
 - An evaluation of the goals that were met in the implementation process; and
 - A listing of future goals.
- Forms for the Final Performance Report will be provided by ISBE to successful applicants.

Is there going to be a Bidder's Conference?

- No, but there will be an online Question and Answer Forum about the RFP. This can be found at http://www.isbe.net/curriculum/pdf/implementation_qa.pdf.
- Questions not addressed by this PowerPoint may be e-mailed to anonnema@isbe.net. Applicant questions will be addressed on the website.

How long will this information be available online?

- All questions and answers will remain on the website until November 24, 2008.
- Applicants should carefully review these responses before submitting their proposals.

Is it possible that the RFP might be changed?

- Yes, it is possible. Should the conditions of this RFP change, the State Board of Education will post the changes at <http://www.isbe.net/curriculum/Default.htm>.

Who do I contact if I have questions?

- All inquiries regarding this RFP must be directed to anonnema@isbe.net.