

# Arts and Foreign Language Planning Assistance Grant

A Partnership

of the

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

# What is the purpose of this planning grant?

- The purpose of the grant is to provide financial resources to plan for initiating, expanding or improving instruction in arts (dance, drama, music, visual arts) or foreign language.

## 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 we submit a proposal for both arts and foreign language?

- No, schools may not submit proposals for both subject areas. Each school must pick one subject area - arts OR foreign language - and write the proposal for that subject area.

## Are there any restrictions in the application process?

- Schools may apply for a planning grant in either arts or foreign language. If the district has received a previous arts planning grant or a previous foreign language planning grant, it is not eligible to apply for another planning grant in FY 2009.

## How much are the grant awards?

- Annual grant awards will range from \$10,000 to \$40,000 depending on the programmatic needs, size of district and level of planning to take place.
- The total amount of available funding is \$500,000.

## 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.

## 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 – 1<sup>st</sup> 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](mailto:anonnema@isbe.net).

# What should applicants consider when planning a proposal?

- The planning process may include the following steps:
  - Information gathering
  - Information analysis
  - Action plan development
- Refer to page 4 of the Request for Proposal (RFP) for more details concerning the proposed planning process.

# What activities are allowable under this grant?

## Grant funds may be used for:

- Evaluating and aligning curricula with state standards;
- Hiring substitute teachers to allow the planning team to meet during the school day;
- Providing stipends to allow the planning team to meet outside work day;
- Providing funds to hold district-wide meetings to facilitate articulation from elementary to secondary programs;
- Hiring planning facilitators;
- Purchasing supplies and materials related to the planning process;
- Supporting travel related to the planning process; and
- Paying for space rental for planning activities.

# What are the restrictions of the grant funds?

## Grant funds may NOT be used for:

- Incidental or short-term projects;
- Extra-curricular programs, before- or after- school programs, summer programs;
- Technology for student use;
- Software (except where it directly relates to curriculum development by staff);
- Capital improvements (e.g., building modifications);
- Capital outlay for classrooms (e.g., materials., supplies, textbooks, classroom-based software packages);
- Staff salary to work with students;
- Administrative costs of more than 5 percent (5%); and
- Outside organizations or individuals to provide programming.

# Can I apply for another planning grant when this one ends?

- No, the planning grant period ends on June 30, 2009.
- However, if funding is available, a school may apply for an implementation assistance grant. If that proposal is approved, the implementation grant would support the plans and programs designed during the planning grant. For more information about the Arts and Foreign Language Implementation Assistance Grant go to [http://www.isbe.net/curriculum/pdf/implementation\\_qa.pdf](http://www.isbe.net/curriculum/pdf/implementation_qa.pdf).

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

- Each grantee will submit a **Final Performance Report** consisting of an action plan that identifies programmatic goals and objectives developed through an analysis of the applicant's curricular needs and describes how the resulting program will be implemented.
- The Final Performance Report should include the grantee's approach to allocating local resources and securing other external support in order to meet those needs so that the program can be sustained over time.
- 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/planning\\_qa.pdf](http://www.isbe.net/curriculum/pdf/planning_qa.pdf).
- Questions not addressed by this PowerPoint may be e-mailed to [anonnema@isbe.net](mailto: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](mailto:anonnema@isbe.net).