



PROGRAMS FOR STUDENTS

2012 Application Guidelines

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DEADLINES & REQUIREMENTS

Deadlines:

- All applications must be submitted online by **Wednesday, January 25, 2012, 5:00 p.m.**
- All supplemental material must be postmarked by **Wednesday, January 25, 2012**
- **LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

Requirements:

- All programs must occur during the school day for students within grades Pre-K-12
- All applicants must submit their application and photograph electronically at www.laartsed.org/application
- All applicants must submit supplemental materials by mail including:
 - Two Letters of Recommendation
 - Artistic Work Sample
 - Curriculum Materials
 - Assessment Tool Sample
 - Video (CD-ROM or DVD)

Details and additional application requirements are defined below.



OVERVIEW - PROGRAMS FOR STUDENTS

Established by the Los Angeles County Board of Supervisors, *Arts for All* is the dynamic, County-wide collaboration working to create vibrant classrooms, schools, communities and economies through the restoration of all arts disciplines into the core curriculum for each of our 1.6 million public K-12 students. *Arts for All* is working directly with 49 school districts while partnering with the largest, LAUSD, and supporting 32 other districts. Visit www.lacountyartsforall.org to learn more.

Arts for All connects school districts to effective tools. Through its online resources, *Arts for All* supports school districts and their community partners in building classroom partnerships, accessing best practices and designing professional development arts learning communities.

The online resource Programs for Students (<http://students.lacountyartsforall.org>), launched in February 2004, centralizes access to quality, approved, Pre-K-12 school-day arts education programs that meet the Content Standards for California Public Schools, which include the Visual and Performing Arts Standards, for 94,000 teachers and school administrators throughout the County's 81 school districts. The directory enables educators to strategically search for arts education programs by arts discipline, subject area, grade level, program type, and cultural origin.

The site contains:

- Detailed search criteria to help individuals, schools and districts find programming to match their needs
- Individual program profile Web pages for each student program
- Photographs and streaming video
- an electronic booking form to facilitate communication between educators and arts education providers

To have arts education programs for students listed in this online directory, providers must submit an online application, all required supplemental materials, and be approved by a peer panel.

Applicants are encouraged to explore the online directory at <http://students.lacountyartsforall.org> before completing their application.

LOS ANGELES COUNTY ARTS COMMISSION

The Los Angeles County Arts Commission, Laura Zucker, Executive Director, provides leadership in cultural services of all disciplines for the largest county in the United States, encompassing 88 municipalities. In addition to providing leadership and staffing to support *Arts for All*, the Arts Commission administers a grants program that funds more than 300 nonprofit arts organizations annually; oversees the County's Civic Art Program for capital projects; programs the John Anson Ford Theatres; funds the largest arts internship program in the country in conjunction with the Getty Foundation; and supports the Los Angeles County Cultural Calendar on ExperienceLA.com. The Commission also produces free community programs, including the L.A. Holiday Celebration and a year-round music program that funds more than 70 free concerts each year in public sites. The 2011-12 President of the Arts Commission is Ollie Blanning. Please visit www.lacountyarts.org for more information about these and other programs.



ELIGIBILITY

Who May Apply:

Organizations and individuals who:

- Have previous experience providing arts education programs for students in a Pre-K-12 public school-based setting
- Have programs that occur during the traditional school day, on or off school grounds, year-round
- Have schools or school districts purchase programming from arts education providers
- Work in an artistic disciplines, including dance, literary arts, media arts (film, video, electronic media), music, storytelling, theater, visual arts, or any combination of these disciplines (multidisciplinary)
- Have programming that aligns with the Content Standards for California Public Schools, which include the Visual and Performing Arts Standards
- Comply with all applicable federal, state, and local laws and ordinances, including but not limited to those which bar discrimination on the basis of race, color, national origin, sex, age, or disability
- Comply with Fair Labor Standards and pay professional performers, artists, and supporting personnel at least the minimum level of compensation paid to people employed in similar activities

Please note that arts education providers meeting these minimum eligibility standards and/or approved for other directories or rosters are not automatically qualified for approval for Programs for Students. Approval of programs is contingent upon a peer panel review.

ARTS EDUCATION PROGRAM TYPE DEFINITIONS

The following descriptions highlight four different program categories for which arts education providers may apply. Please note multiple programs can be submitted within a single application. All program types must address the review criteria.

FIELD TRIP	A field trip takes place off school grounds and includes structures for student interaction and engagement.
PERFORMANCE	A performance takes place at the school site, fits into a 45-60 minute time frame (the length of a typical assembly program) and includes structures for student interaction and engagement.
WORKSHOP	A workshop includes one to four instructional sessions working with the same group of students each session and may include performance or field trip opportunities.
RESIDENCY	A residency includes five or more sequential instructional sessions working with the same group of students each session and may include performance or field trip opportunities.

REVIEW CRITERIA

All applications will be reviewed by a peer panel. The application and the required supplementary material will be assessed for evidence that the student program meets the following criteria.

1) Artistic Merit

The provider is well versed with a high level of skill and quality in the artistic discipline(s) of the program.

2) Educational Quality

The program fosters quality arts learning as viewed through the following four lenses of quality in arts education experiences¹:

- a. **Pedagogy** – program instructors model and/or enable students to engage in artistic processes and habits. Program has clear learning objectives and sequential curriculum that meets the Content Standards for California Public Schools, including the Visual and Performing Arts Standards.
- b. **Student Learning** – the program provides purposeful opportunities for students to create or engage with works of art. Where applicable, the program supports student experimentation, exploration, inquiry and ownership of learning.
- c. **Environment** – where applicable, the program provides students' access to functional and aesthetic space and materials and allows sufficient time for authentic artistic work.
- d. **Community dynamics** – where applicable, program instructors foster open communication, collaboration, respect and trust among all participants.

3) Capacity to Carry Out Program

The program is provided by skilled instructors with experience delivering high quality programs to Pre-K-12 students in the arts within a public school context. Provider has the ability and knowledge to effectively implement the program.

APPLICATION SUPPORT

Technical assistance opportunities are offered in conjunction with the open application period of the online directory, Programs for Students. These opportunities aim to support the creation of strong applications that align with the above stated review criteria as well as strengthen participants' abilities to provide high quality arts education programs for students.

Workshop

Programs for Students: Identifying, Supporting and Articulating Quality

Thursday, January 5, 2012 AND Tuesday, January 10, 2012

Los Angeles County Arts Commission, 1055 Wilshire Blvd., Ste 800, Los Angeles

Part 1: Two Hours

This workshop will unpack the Educational Quality aspect of the review criteria for inclusion on the Programs for Students directory by defining and examining the four "lenses" of quality arts education identified in Harvard Project Zero's 2009 report *The Qualities of Quality*. Participants

¹ From Harvard Project Zero's 2009 report *The Qualities of Quality: Understanding Excellence in Arts Education*. The full report is available on *Arts for All's* Models and Materials at <http://models.lacountyartsforall.org>.

will explore how the lenses can be put into practice to make informed observations and assessments of arts education settings and experiences.

Part 2: One Hour

The last hour of the session will be an application workshop to address all of the steps in applying for the online Programs for Students directory. We will walk through the guidelines, including the review criteria and required supplemental materials and tour the online application.

RSVP for January 5 at: <http://artsforallstudents.eventbrite.com>

RSVP for January 10 at <http://artsforallstudentsJan10.eventbrite.com>

Office Hours

Arts Commission staff will be available on January 12 from 3:00 – 5:30pm for 30-minute face-to-face meetings to address applicant questions.

Register for a time slot at: <http://artsforallstudentsofficehours.eventbrite.com>

ONLINE APPLICATION PROCESS

This is an online application process to create your own program profile Web page(s) within the directory, Programs for Students. As you enter information into the online application screens, you are actually building your program profile Web page(s). Once the application is submitted, and if approved for listing, the information in the application will become publicly viewable in the online directory at <http://students.lacountyartsforall.org>.

Each program profile will include:

- contact information
- a quick reference of the search criteria to help site visitors learn how your program aligns with their needs
- a photo
- a one (1) minute video
- narrative description of the student program organized on two tabs:
 - a. “Background”– provider background and program description
 - b. “Standards & Learning” – descriptions of how the content of the program aligns to the Content Standards and the professional development participation of the provider.

To review what a program profile looks like on the *Arts for All* Web site, go to:

<http://students.lacountyartsforall.org>, click “Search” and select a program from the results page.

In addition to the information collected to build your publicly viewable program profile Web pages, information is collected for the purpose of informing the selection process of the peer panel. Throughout the application and these guidelines, it is noted which of the application questions will form your program profile Web page(s) and which are solely for peer panel review.

To begin, you will be required to create a user name and password. Only after you have registered with the site will you be able to access the online application screens.

The online application is divided into two key areas to collect information on 1) the provider and 2) the program(s) offered. The provider section is comprised of four application data entry screens. The programs section is comprised of one application data entry screen and a final screen with directions for submitting the supplemental materials. Each data entry screen includes a “Help” screen, a “Save & Log



Out” button, and a “Next” button that will advance you to the next screen. Some pages include a “Back” button for returning to the previous application entry screen. Information entered on pages will be saved when the “Next” or the “Back” button is clicked. You will complete the provider section once and can then submit one or many student programs in the programs section. There is not a limit to the number of programs that a provider can include in their application. The programs page enables you to navigate through your multiple programs, add new programs and access the final direction page which includes a printable copy of your full application.

It is recommended that you review the online application and then complete the responses to the application questions in a word processing document and paste your responses into the Web-based application. This will insure that your work is not lost if there is a technical difficulty. Please note that you do not need to complete the online application at one time. You may save your partial application and return to add or edit information throughout the entire application period. You will not be able to access your application after the deadline.

ONLINE APPLICATION PROCESS – STEP BY STEP

Log In

The online application for Programs for Students is accessible through the “About” page of the directory. Access the directory at <http://students.lacountyartsforall.org> and click “About” in the orange header bar. Once on the “About” page, click the link “Enter the Application Process.”

You can also directly access the application at: <http://www.laartsed.org/application/>.

You will now be at the “Application Log In” screen. When you log in for the first time, you will need to register as a user of the Programs for Students Web site. Follow the prompt to “Register Here” for a user name and password. Complete the requested information on the “Create a New Account” screen and click “Begin New Application”. These credentials will give you access to your application throughout the open application period.

To return to your application as a registered user, go to the “Application Log In” screen and enter your username and password in the “Returning Applicants – Log In” section. Click the “Log In” button.

If you lose your password, go the “Forgot your password?” section of the “Application Log In” screen. Enter your email address and your password will be emailed to you. If you don’t recall the email address associated with your application, please email artsforall@arts.lacounty.gov.

New users click “Register Here” and returning users click “Log In” to proceed to the screen “Applicant Information.”

Applicant Information

Application Entry Screen 1 of 6

(for panel review process only)

On this screen, provide the specific contact information that the *Arts for All* staff can use to communicate with you. This address and number should be the principal business location.

Provide the Supervisorial District in which this principal address is located. (Don’t know? Go to <http://lacounty.gov/>. In the upper right corner you will find the Services Locator. Enter your business address. Click “Find Services.” Refer to the “District Information Summary” box beneath the map.) If you are located outside of Los Angeles County, leave this field blank.

Answer the legal disclaimer questions. For organizations, “you” is defined as any staff member or contract artist who works in a school setting as a representative of the organization.

The information on this application entry screen will not appear on the Web site.



Click “Next” to proceed to the screen “Directory Listing.”

Directory Listing

*Application Entry Screen 2 of 6
(for Web site)*

On this screen, provide the contact information that you want to listed your program profile Web page(s). The information on this application entry screen will appear on your publicly viewable program profile Web page(s) upon panel approval.

You can click the “Use Applicant Information” button to prefill the fields with the contact information provided on the “Applicant Information” page.

Click “Next” to proceed to the screen “Professional Development & Staff.”

Professional Development & Staff

Application Entry Screen 3 of 6

On this screen, provide information on your qualifications as a provider of student programs.

3.1 Professional Development

(for Web site)

List the arts education professional development experiences that key artistic and administrative staff have participated in within the past five years. Examples include participation in the Arts for All Teaching Artist Training Program, master classes or advanced training in an art form, or courses, workshops or institutes such as those listed on Programs for Educators. In the corresponding fields provide the participation date(s) of the professional development, the workshop title, any special certification received, and the institution that presented the professional development. Up to six (6) experiences can be included.

For Example:

Dates:	Workshop Title:	Certificate:	Presented by:
Jan. – June 2009	Arts for All Teaching Artist Training Program	Arts for All Professional Designation in Arts Education	LA County Arts Commission, Music Center & the Armory

3.2 Education Staff

(for panel review process only)

Note: If upon registering a username and password you indicated that you are an “Individual Artist”, this field will not appear as a part of your application.

Provide the name, title and short biography of the lead administrators of your educational programming AND the key instructional leaders. Describe clearly each person’s qualifications and what role they will play in the delivery of the programs for students. If the number of staff members exceeds three, please include the name, title and a short biography in the Additional Staff text box.

This information is for the panel review process only and will not be included in the publicly viewable Web site.



For Example:

Name:	Jane Smith	Title:	Director of Education
Short Biography:			
Jane Smith has 15 years experience designing and delivering standards-based artists residency programs in theatre for ABC Theatre Company. She has crafted curricula for K-5 teachers and teaching artists that have enabled students to engage in authentic artistic experiences that address the VAPA Standards as well as English Language Arts Standards. She oversees the implementation of the Theatre Connects program including training the teaching artists, guiding the curriculum creation and managing the relationship with participating teachers and schools in LAUSD, PUSD and MUSD.			

Click "Next" to proceed to the screen "Provider Background."

Provider Background

Application Entry Screen 4 of 6

On this screen, provide your background information and experience working with students.

There are two questions on this screen.

4.1 Brief Overview of the Background of the Arts Education Provider

(for Web site)

Provide a brief description of the arts education provider. This description should include your mission, vision or philosophy, qualifications, experience working in a school-based setting and key accomplishments.

(Limit: 750 characters)

Be concise and informative. This information will appear on your publicly viewable program profile Web page.

4.2 Previous Experience with Pre-K-12 Students.

(for panel review process only)

Provide previous experience working with Pre-K-12 students within the last four school years (September 2008- January 2012.) List the school year, the program offered, the school district where the program was offered, and the grade level served.

For Example:

School Year	Program Offered	School District	Grade Level
2009-2010	Theatre Connects	Cabrillo ES, Wiseburn SD	K-5

This page is the end of the provider section of the application. Once the "Next" button is selected on this screen, you will not be able to go back and edit Application Entry Screens 1 through 4. However, all text entered will be saved and you will be able to edit your provider information by re-logging into the application with your e-mail address and password.

Click "Next" to proceed to the screen "Program(s) Details."



Program(s) Details

Application Entry Screen 5 of 6

In this application entry screen you will provide responses to build the following elements of your publicly viewable program profile Web page(s):

- program abstract for search results page
- a quick reference of the search criteria to help site visitors learn how your program aligns with their needs
- narrative description of the program including:
 - “Program Description” paragraph
 - descriptions of how the program aligns with specific Content Standards in the Visual and Performing Arts.
- program and scheduling details
- photo and video

The information entered into this screen will be publicly viewable on your program profile Web page if the program is approved. (Go to <http://students.lacountyartsforall.org> and click “search site” and select a program from the results page to see what a model page looks like.)

Programs Menu

Through this screen, you will add and edit all of the programs you wish to include in your application.

To add a new program:

To enter a new program, proceed to section 5.1. Program Entry. All response fields will be blank. Begin to enter your program information. You do not need to complete all questions during one session although each new program must have a program title and search criteria entered before you can click “Add Additional Program” or proceed to the next page.

To edit a previously created program:

As multiple programs are added to the application, a list of “Your Existing Programs” will appear at the top of this page in the “Programs Menu.” To edit or add information to any program that you have created in the application, click the blue underlined program name in the menu. This will cause all of your previously entered information for that program to populate the response fields for questions 5.1 through 5.3. To save your information be sure to click “Update and Add Additional Program” before navigating away from this screen or switching to another program in the “Your Existing Programs” list.

To delete a program from your application:

You can delete a program from the application by clicking the trash icon to the left of the program name in the “Your Existing Programs” list. Please review this list before your final application submission and remove any incomplete program entries that you do not wish to be reviewed by the peer panel. Be extra cautious to not erroneously delete a program previously approved for listing in the directory.

All questions in this section must be completed for EACH program that you would like considered for inclusion in the directory.



5.1 Program Entry

(for Web site)

(a) Name of Program/Title

Provide the name of the student program. This will be the title heading of your program profile Web page.

(b) Program Abstract

The program abstract is a one sentence description of the program. This information will appear on the search results Web page of the directory and will provide the teaser information to attract site visitors to your program profile Web page.

(Limit: 100 characters)

(Responses to 5.1c – g create the search criteria for visitors to the directory.)

(c) Grade Level

Select the grouping that describes the target audience. (Pre-K, K-5, 6-8, 9-12) If you serves more than one target audience, create an additional program that specifically addresses how the program is designed for that grade level grouping.

(d) Artistic Discipline

Select only the arts disciplines for which you specifically provide standards-based instruction. (Dance, Literary Arts, Media, Multi-discipline, Music, Storytelling, Theatre, Visual Arts)

(e) Subject Area

Select only the other core subject areas for which your program specifically provides standards based instruction. (History, Language Arts, Mathematics, Science, none)

(f) Program Type

Select one (1) program type. (Field Trip, Performance, Residency, Workshop) The definition of each is included in the above Arts Education Program Type Definitions section of the Guidelines.

(g) Cultural Origin

Select only the cultural origin(s) specifically addressed through the artistic and educational experiences provided in this program. (African, African-American, Asian, European, European-American, Latino, Middle Eastern, Native American, None, Other, Pacific Islander) If the cultural origin of the program is not listed, write it in the “Other Cultural Origin” response field.

(h) Program Description

Your response will become the narrative description of your program on your program profile Web page in the directory. Provide an overview of the program that addresses the student learning objectives (what students will learn through participating in the program.) Please start the paragraph with “Students will”. Include a description of the planning, instructional, and evaluation elements of the program.

(Limit: 1000 characters)

(i) Alignment to the Visual and Performing Arts Standards

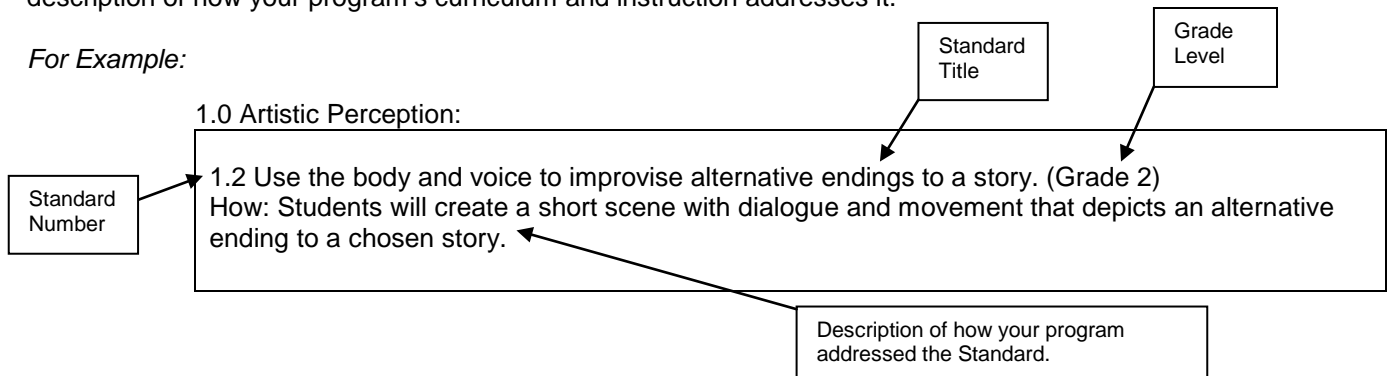
Clearly demonstrate how this program meets the Visual and Performing Arts Content Standards for California Public Schools in each art form that you listed above in question (d) Artistic Discipline.

Reference the standards online at: <http://www.cde.ca.gov/be/st/ss/>.

There is a response box for each of the five (5) Component Strands of the Standards. (1.0 Artistic Perception, 2.0 Creative Expression, 3.0 Historical and Cultural Context, 4.0 Aesthetic Valuing, 5.0 Connections, Relationships, Applications)

In the corresponding fields, list the number and exact title for each standard on which your program specifically focuses. Reference the grade level of the Standard. Support each referenced Standard with a description of how your program's curriculum and instruction addresses it.

For Example:



(j) Alignment to the Content Standards for Math, Language Arts, History and/or Science, as applicable
Clearly demonstrate how this program meets the Content Standards for California Public Schools in each subject area (History, Language Arts, Mathematics, Science) that you listed above in question (e) Subject Area. Format your response in the same manner as illustrated above while also referencing any relevant component names. Only provide an answer if your program specifically provides standards-based instruction in these subject areas. Reference the standards online at: <http://www.cde.ca.gov/be/st/ss/>.

(k) Maximum Number of Students

Indicate the maximum number of students that your program can accommodate while still ensuring a high quality learning experience.

(l) Program Duration

Indicate the length of the program. Use number of minutes, hours, sessions or days. (e.g. 45 minute performance or workshop, 2 hour field trip, 3 session workshop series (1hr per), 10 session residency (45 min. per) plus 2 teacher planning meetings)

(m) Space Requirements

If appropriate, include program space dimensions and floor requirements (e.g. linoleum, wood, carpet, no concrete, indoor/outdoor).

(n) Technical Requirements

If appropriate, include sound equipment needed, set up time needed/strike time needed, ceiling height requirements, electrical needs. Also include any specific supplies that you need the school to provide.

(o) Available Dates

Indicate the dates the program is available (e.g. year-round, September – June, December only, etc.)
(Limit: 200 characters)

(p) Fee Structure

Indicate the fee for the program. Suggested formats are:
(Limit: 200 characters)

Field Trips – Include the cost per students and adults (e.g. \$4.00/students and adults)

Performances – Include the cost of a single performance and if appropriate, the reduced cost for back to back performances in the same school, same day (e.g. single performance \$300; two back-to-back performances in the same school/same day \$450). Also indicate if there are different fees associated with solo performance, versus duos and ensembles.

Workshops – Include the cost of a single workshop or workshop series and if appropriate, the reduced cost for back to back workshops with different students in the same school, on the same day.

Residencies – Include the total fee for the residency and associated components (e.g. \$2,000 for 10 sessions and theatre tickets and transportation per class)

(q) Special Considerations

Indicate any additional considerations a teacher or school leader needs to know about working with you. For instance share if there are specific cities/areas in the County where you prefer to work or details about special populations you are skilled at serving.
(Limit: 200 characters)

(r) Program Evaluation and Building Teacher Capacity

(for panel review process only)

Describe the process used to evaluate if the program objectives and goals have been met. Reference the specific evaluation tools utilized (pre-post tests, evaluation forms, interviews, observations, etc.).

If the program is a RESIDENCY, please also use this space to describe any program structures (planning time, teacher guides, professional development workshops, mentoring, etc.) that help to build the capacity of the classroom teacher to teach in or through the arts.

5.2. Digital Photo Submission

(for Web site)

You are required to upload a photo with each program. It is advised that you select a photo that highlights the artistry, instruction and/or learning in your program. If approved for Programs for Students, the photograph will be included on your program profile Web page.

Click "Browse" to access your computer files, select a photo for uploading and click "Save." The photo needs to be in the .jpeg format and no more than 4 megabytes in size. The photo should be orientated as landscape.

The Los Angeles County Arts Commission reserves the right to alter the image in order to fit properly in the Web page.

The Los Angeles County Arts Commission, through Programs for Students, provides a platform for the distribution of applicant photographs. By submitting the photograph(s), the applicant certifies they have permission from the photographer and the people in the enclosed photograph(s) to use the photograph(s) for the purposes of publicizing the student program on the Arts Commission's Web site www.lacountyartsforall.org, marketing materials (including brochures, postcards, the Internet) and through distribution to press outlets. By submitting, applicant holds harmless the Los Angeles County Arts Commission from any litigation or other claims arising from the use of these photographs.

The applicant remains the sole copyright owner of the submitted material. Do not submit original, single copies as images will not be returned.

5.3 Video Abstract

All applicants are required to submit a video for inclusion on the website. Provide a one sentence description of the video. If you are submitting the same video for multiple programs, provide the abstract for the video as part of your first program and state "abstract submitted previously" in subsequent program submissions.

Click "Update and Add Additional Program" to save the information for the selected program

Click "Next" to proceed to the screen "Final Directions for Review and Submission"

Final Directions for Review and Submission

Application Entry Screen 6 of 6

Access this screen from the link at the bottom of Application Entry Screen 5 of 6. This screen provides a link to a printable version of the full application, the submit button and links to the forms required as part of the supplemental materials.

Review Entire Application

Access a printable version of your full application. Use this printable version for your own review. You will need to include the print out of your final version as part of the supplemental materials. From the review screen you will be able to click "Make Changes" and return to Application Entry Screen 1 of 6 of the application.

Submitting the Final Application

Upon completion and review of the online application and prior to the application deadline, print out your application from the "Review Entire Application" screen. Include the copy of the application with the supplemental materials. The print out that you submit by mail will be used by the peer panel to review your application. Be sure to submit the final version that reflects all of the programs and edits that exist in your online application upon application closing.

Once you have your final print-out, click the "Submit Application" button on the bottom of the "Review Entire Application" page.

You will be able to login and access the online application until the application deadline. After the application deadline, you will no longer have access to any of part of the online application and will no longer have access to the printable version of your full application.

REMEMBER your application is not complete until all supplemental materials are received by the Arts Commission.

REQUIRED SUPPLEMENTAL MATERIALS

All supplemental materials should have the name of the provider listed in the upper right hand corner. It is acceptable to hand write the name.

1. Supplemental Materials Cover Page

Submit a printout of this completed cover page. Download the form at <http://www.laartsed.org/docs/checklist.pdf>. Complete the form by hand or by computer as you prepare your final submission packet. As requested, include contact information, a summary of the programs included in your application and details regarding your artistic work samples.

2. Application (one (1) copy, paper-clipped)

Submit a printout of the completed application from the online application's review screen accessible from Application Entry Screen 6 of 6.

3. Two Letters of Recommendation (one (1) copy, paper-clipped)

(for panel review process only)

Two letters of recommendation are required. Letters should demonstrate the impact of your program(s) on the students and the school communities. Letters must be written by teachers or school administrators who have received student programs from you in the past three years (2009-2012.) They must be signed. All letters must be on school letterhead.



4. Artistic Work Samples (1 copy)

(for panel review process only)

Artistic work samples should demonstrate the provider's artistry and expertise in the arts discipline. Select the audio/visual material that is the most appropriate for the discipline. Label the materials with the provider name and "Artistic Work Sample". Provide requested details on the Programs Summary form.

Visual Arts and Media Arts

Photos- Submit no more than TEN 8 x 10 photos of work. Number sequentially, top indicated, and label each slide or photo with the name of the applicant and artist(s). Photos can be submitted on CD-ROM or DVD when accompanied by the above label information.

Music and Media Arts

Compact Disc- Submit at least ONE audio-based sample. Label with name of provider and artists. Include length. The recording should be within the past year. Please indicate track number.

Literary Arts

Books/Publications- Submit no more than FIVE published poems, books and/or articles on non-technical subjects.

Theatre, Dance and Media Arts

Digital Media- Submit digital documentation via CD-ROM or DVD as a .WMV, .MOV, .AVI or .MP4 file, playable on Windows XP platform, including Windows Media Player, RealPlayer, or Quicktime Player.

Preview the artistic work samples on a PC before submitting to ensure that there are no technical problems that might interfere with the panel's review of the work.

Panelists generally spend no more than three to five minutes on the artistic documentation for each application. Please be aware that the entire sample (not just the selected segment) is considered a part of the application package and may be reviewed.

**** Submit one set of Supplemental Materials 5a, b and c per each program in the application. ****

5. Program(s) Summary

Submit a printout of this completed summary. Download the form at:

<http://www.laartsed.org/docs/checklist.pdf>. Complete the page by hand or by computer as you prepare your final submission packet. As requested, include contact information and a summary of the supplemental materials that support each program included in your application.

a. Curriculum Materials (one (1) copy per program, paper-clipped)

(for panel review process only)

Curriculum materials must be provided in support of each individual program submitted for review. Curriculum materials include but are not limited to lesson plans, curriculum maps, residency plans, units of study, teacher guides or student study guides. Regardless of the format, the sample must address the learning objectives, the learning process, connections to the Content Standards and assessment strategies.

** If the program includes multiple instructional sessions, provide an overall curriculum outline of the sequential units of instruction and at least one complete lesson from the curriculum. **

** If the program includes a field trip or performance, include the curriculum materials that are provided to the teachers or students to enhance and expand the educational impact of the program. **

b. Assessment Tool Sample (one (1) copy per program, paper-clipped)

(for panel review process only)

Sample assessment tool(s) must be provided in support of each individual program submitted for review. Assessment tools include but are not limited to student reflection prompts, pre/post tests or surveys, rubrics or criteria checklists. Regardless of the format, the sample must demonstrate the program's methods of observing and measuring students' understanding of the learning objectives provided in the submitted curriculum materials. The assessment tools can be blank or completed by past participants. As needed, include a short description of how the submitted tool is put to use within the program.

c. Video (1 digital file on CD-ROM or DVD per program)

(for Web site)

A video is required for each program in the application. If the program is approved, this video will be included on your program profile Web page for educators to access. Video documentation is crucial for supporting the panel and visitors to the site in evaluating the quality of your program. The video should capture the artistic merit and educational quality of the specific program(s) and be recent and of high quality.

The video must be no more than 1 minute in length. Videos must be submitted on CD-ROM or DVD as a .WMV, .MOV, .AVI or .MP4 file, playable on Windows platform, including Windows Media Player, RealPlayer, or Quicktime Player. Preview the one-minute video on a PC before submitting to ensure that there are no technical problems. Label the disc clearly with the provider name and the corresponding program name(s).

(If multiple programs have been submitted for review, you can either submit one video that is applicable to all programs or videos for each individual program.)

The Los Angeles County Arts Commission reserves the right to alter the video in order to fit properly in the Web page.

The Los Angeles County Arts Commission, through Programs for Students, provides a platform for the distribution of applicant videos. By submitting the video(s), the applicant certifies they have permission from the videographer and the people in the enclosed video(s) to use the video(s) for the purposes of publicizing the student program on the Web site www.lacountyartsforall.org, marketing materials (including the Internet) and through distribution to press outlets. By submitting, applicant holds harmless the Los Angeles County Arts Commission from any litigation or other claims arising from the use of these videos.

The applicant remains the sole copyright owner of the submitted material. Do not submit original, single copies as CD-ROMs and DVDs will not be returned.

SUBMISSION REQUIREMENTS

All applications must be completed and submitted using the online electronic application at <http://www.laartsed.org/application/>

- All completed applications and selected photographs must be submitted electronically by **Wednesday, January 25, 2012, 5:00 p.m.**
- All supplemental materials must be postmarked by **Wednesday, January 25, 2012**



- **LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

The final submission of supplementary materials must include the following components. Arrange materials in the order below and rubber-band the materials together.

- 1) Supplemental Materials Cover Page
- 2) Application (one (1) copy, paper-clipped)
- 3) Two Letters of Recommendation (one (1) copy, paper-clipped)
- 4) Artistic Work Sample (1 copy)
- 5) Program(s) Summary (one (1) set of the summary and following materials per program)
 - a) Curriculum Materials (one (1) copy, paper-clipped)
 - b) Assessment Tool Sample (one (1) copy, paper-clipped)
 - c) Video (CD-ROM or DVD)

Descriptions of these required materials are outlined in the above Required Supplementary Materials section.

Rubber-band the materials together. All materials, where appropriate, must be on standard white 8.5 by 11" paper, suitable for photocopying. DO NOT SUBMIT any materials that are

- stapled
- bound
- taped
- pasted-up
- odd sized
- in plastic sleeves

Please note that application supplemental materials will NOT be returned.

APPLICATION PROCESSING, APPROVAL & DURATION

Processing:

If the application is incomplete, late, and/or all required supplementary materials have not been submitted by the postmarked deadline, the application will be considered ineligible and will not be sent to the panel for review.

Review and Approval:

Arts Commission staff reviews applications for eligibility. Eligible applications will be sent to a peer review panel made up of educators, artists, arts professionals, community members and others with knowledge and professional qualifications in art education and with familiarity of the Los Angeles regions' arts education sector. Review panels reflect the various professional groups encompassed by the arts education, such as practitioners, administrators and educators as well as the diversity of the region. The peer panel reviews and scores applications according to the stated review criteria and notes recommendations that applicants can use to inform areas of potential improvement.

Notifications will be made by May 2012. Following notification, applicants will be invited to contact the Arts Commission to receive the panel comments and recommendations.

As a public agency, all information submitted to the Arts Commission in conjunction with an application becomes public record at the time the application is submitted.

Approval means your program(s) will be listed on <http://students.lacountyartsforall.org>. *Programs for Students is for marketing purposes and listing does not guarantee bookings.*

Duration:

Programs approved for Programs for Students are reviewed by Arts Commission staff members every 4 years. After that time period, if the program does not meet current eligibility criteria, the program will be required to submit an updated application that will be reviewed by a peer panel for final approval.

During the 4 year period, if any logistical changes have taken place (within staff, administration, financial condition, etc.) that would affect the arts education program, the Arts Commission must be notified immediately. Arts organizations or artists must submit the Program Update Form for logistical program updates. Approval of these updates will be by LACAC staff review. The Program Update Form is available online at <http://www.laartsed.org/docs/updateform.pdf>. Failure to do so will result in immediate suspension from Programs for Students.

A shift in the scope of existing programs (grade served, application of the standards, program format or subject, etc.) or the addition of new programs requires the submission of a new application to be reviewed by the peer panel. Applications for new organizations or new programs are accepted annually during the open enrollment period.

ACKNOWLEDGMENT

All arts organizations and artists with approved programs are required to acknowledge and link to <http://lacountyartsforall.org> through the inclusion of the *Arts for All* logo and/or credit text on all appropriate educational programming materials, including education Web pages. Further details will be provided upon approval of applications.

DISCLAIMER

All arts organizations and artists providing services on Programs for Students are responsible for satisfying applicable laws or policies related to providing educational services, which may including, but are not necessarily limited to, obtaining live scan or other criminal background clearances and documenting health status and the absence of communicable disease.

QUESTIONS

Please contact the Arts for All staff at:

Los Angeles County Arts Commission
1055 Wilshire Blvd., Suite 800
Los Angeles, CA 90017

213-202-5858 (phone)
213-580-0017 (fax)
artsforall@arts.lacounty.gov

