

**State of Illinois**  
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**Illinois Arts Council Agency**  
Shirley R. Madigan, Chairman  
Rhoda A. Pierce, Vice-Chairman  
Joshua Davis, Executive Director

**Illinois State Board of Education**  
Tony Smith, Ph.D.  
State Superintendent of Education

## **Arts and Foreign Language Education Implementation Assistance Grant**

Request for Proposals (RFP)

Guidelines  
Fiscal Year 2019

Deadline: December 14, 2018

**building a strong,  
creative, and  
connected Illinois  
through the arts**



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## Table of Contents

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Link [About the Illinois Arts Council Agency](#)  
Link [Policies and Priorities](#)

3 Arts and Foreign Language Education:  
Implementation Assistance Grant

4 Background and Program Specifications

6 Fiscal Information

8 Proposal Overview

9 Proposal Attachments

11 Criteria for Review and Approval  
of Proposals



The Illinois Arts Council Agency logo and cover image are a stylized version of a cast bronze sculpture, *Hybrid Muse*, created by Illinois' renowned artist Richard Hunt.

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## Program Contact

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For specific information on this program contact:

Jerome Grand  
Program Director  
Illinois Arts Council Agency  
Phone: +1 (312) 814-6766  
Email: [Jerome.Grand@illinois.gov](mailto:Jerome.Grand@illinois.gov)

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## Accessible Guidelines

To obtain assistance regarding applications and written materials, contact the agency's ADA/504 Access Coordinator:

Encarnación M. Teruel  
Phone: +1 (312) 814-6753  
TTY: +1 (888) 261-7957  
Email: [Encarnacion.Teruel@illinois.gov](mailto:Encarnacion.Teruel@illinois.gov)

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# Arts and Foreign Language Education: Implementation Assistance Grant

October 18, 2018, updated November 7, 29, 2018

## Eligible Applicants

School districts, public university laboratory schools approved by the Illinois State Board of Education (ISBE), charter schools, and area vocational centers are eligible to apply.

Each applicant that received a previous planning grant under the Planning Assistance Grant Program is required to implement the program that was the focus of that planning effort (i.e., the arts or foreign language program the applicant developed under the planning grant). Recipients of such planning grants will be given priority consideration in the awarding of implementation grants under this RFP, although receipt of a planning grant is not a prerequisite for receipt of an implementation grant.

No grantee may receive more than one implementation grant for the arts and one for foreign language under this grant program. Applicants who have received an implementation grant for the arts and for foreign language are not eligible to apply for further grant awards under this program.

## Grant Award

Annual grant awards will not exceed \$100,000 depending on the programmatic needs, size of district, and level of implementation proposed. Total amount of funding available for first year implementation grants in FY 2019 is anticipated to be \$750,000.

Annual grant awards will be structured on a declining funding model. This provides an opportunity for each participating district to plan for sustaining their program with local funds after the completion of the anticipated three-year grant cycle. The Fiscal Information section of this RFP provides further information about the declining funding model. Amounts awarded in the second year will be approximately 75 percent of the original grant award, and the amounts awarded in the third year will be approximately 50 percent of the original grant award.

## Grant Period

The grant period will begin no sooner than March 2019, and will extend from the execution date of the grant until November 15, 2019.

Two continuation periods are anticipated: January 2020 to September 15, 2020 (FY 2020) and November 2020 to September 15, 2021 (FY 2021). Funding in the subsequent years will be contingent upon a sufficient appropriation for the program and satisfactory progress in the preceding grant period.

## Application Deadline <sup>UPDATED</sup>

The FY19 AFL Implementation Assistance Grant deadline is December 14, 2018. The eGrant application must be successfully submitted by 11:59 PM CST.

Only one proposal per eligible applicant will be accepted. No late proposals will be accepted. Incomplete proposals will not be considered for funding.

## Informational Webinar

There will be an online interactive informational forum about the RFP designed to provide technical assistance to applicants as well as answer questions about the process. The date for this forum is Thursday, November 8 at 1 p.m. Registration information will be posted on [www.arts.illinois.gov/afl/](http://www.arts.illinois.gov/afl/)

## Changes to the RFP

Should changes to the RFP be made prior to the deadline, IACA will post those changes to [www.arts.illinois.gov/afl/](http://www.arts.illinois.gov/afl/). Applicants are advised to check the site before submitting a proposal.

## Contact Person

For more information on this RFP, contact Jerome Grand, Program Director  
Phone: +1 (312) 814-6766  
Email: [Jerome.Grand@illinois.gov](mailto:Jerome.Grand@illinois.gov)

# Background and Program Specifications

Given the increasingly global nature of our society, the need for Americans to speak a variety of languages other than English is growing daily. Many smaller districts in rural areas, as well as some in urban and suburban areas, have experienced budget cuts that prevent them from offering adequate instruction in foreign languages. Foreign language is a required instructional component of the comprehensive curriculum offered at the high school level under ISBE administrative rules.

The benefits of arts education are well-documented and have been acknowledged by the state of Illinois. Section 27-1 of the School Code (105 ILCS 5/27-1) identifies fine arts as one of the fundamental areas of learning and requires all school districts to “give priority in the allocation of resources, including funds, time allocation, personnel, and facilities, to fulfilling the primary purpose of schooling.” Districts are required to establish learning objectives consistent with the Illinois Arts Learning Standards and to develop appropriate testing and assessment systems to determine the degree to which students are achieving the objectives. Also, 23 Illinois Administrative Code 1.430 and 1.440 require that each school district offers in all elementary and secondary schools a comprehensive curriculum that includes arts.

Section 2-3.65a of the School Code (105 ILCS 5/2-3.65a) authorizes ISBE and the Illinois Arts Council Agency (IACA) to provide grants to school districts and other eligible applicants for the purpose of supporting arts and foreign language education in schools, with an emphasis on ensuring that these areas become part of the school’s core curriculum. The purpose of this RFP is to solicit proposals from eligible applicants that are seeking resources to implement and sustain beyond the grant period programs in the arts (e.g. dance, media arts, music, theatre, and visual arts) or foreign language designed to strengthen or expand the instruction currently being provided.

Each proposal for an Arts and Foreign Language Implementation Assistance Grant must address the following:

## **Planning**

A comprehensive and focused planning effort conducted before a program is implemented helps ensure that the program will effectively address the needs of the applicant’s students and staff and facilitates successful implementation. Therefore, each applicant must describe the planning process used to design the program being proposed.

All applicants must conduct a planning process before submitting their proposals for implementation. Applicants that received a previous Arts and Foreign Language Planning Grant must implement the program addressed by that planning effort and implementation grant funds shall be used to support the specific program to which the planning grant pertained. Applicants that did not apply for or did not receive a previous planning grant must document a planning process that must include school administrators, teachers, and other relevant staff members, as well as parents, students, and community-based organizations with an interest in fostering the availability of fine arts or foreign language programming, as applicable.

Each applicant must conduct a needs assessment. Based on the results of the needs assessment, each applicant must submit as a proposal that outlines an action plan. The action plan must contain evidence of the following:

- Curriculum alignment and evaluation of the proposed program to be implemented with the Illinois Learning Standards for Arts or Foreign Language, as applicable;
- A comprehensive data collection plan that identifies the methodology to be used to collect quantitative and qualitative metrics including, but not limited to, number of students serviced; new or additional programs implemented; professional development opportunities offered; perceptions of participants regarding the quality of services and opportunities for students; and the number of staff impacted by grant funds.
- Proposed activities to build teaching capacity through staffing and professional development;

- Community collaborations that can include partnering with relevant community organizations, businesses, government agencies, and parents;
- Scheduling and infrastructure resources to be used, such as identifying time, space, materials, and equipment;
- Consideration of district and/or school resource allocation and identification of potential resources necessary for program implementation and sustainability; and
- Proposed activities to evaluate the program’s impact on student achievement and school curriculum.

**Professional Development**

Professional development must be directly related to the proposed instructional program. Activities may include, but are not limited to, collaborative planning, curriculum alignment, and pedagogy. Sources for this professional development may include, but are not limited to, cultural organizations, linguistic organizations, teaching artists, and other qualified professional development providers.

**Resource Allocation**

Since many applicants lack sufficient resources to implement their proposed programs, it is essential that applicants consider how to leverage district and/or school resources (i.e., human and financial) and/or acquiring other sources of revenue and support that will be necessary to implement and sustain the program over time. In order for applicants to ascertain long-term implementation of the proposed program, applicants must anticipate providing an increasing level of support over the three-year period of the grant and beyond.

**Evaluation**

Applicants must propose an evaluation plan that includes a detailed description of the methodology to be used and the quantitative and qualitative data to be collected to determine the program’s effectiveness. Metrics should include, but are not limited to, number of students serviced; new or additional programs implemented; professional development opportunities offered; perceptions of participants regarding the quality of services and opportunities for students; and the number of staff impacted by grant funds.

**Reporting**

In addition to quarterly reports, each grantee will be required to submit comprehensive year-end final reports regarding progress toward implementation of the program plan and achievement of program objectives. The final reports shall be submitted 30 calendar days after the end date of the grant each year. Performance reports must include a comparison of actual accomplishments to the objectives of the program and indicate reasons why established goals were not met, and modifications necessary for the program to be effective. Grantee must also relate financial data and performance accomplishments of the award.

# Fiscal Information

Individual grant awards will vary depending on the programmatic needs, number of students involved, and the level of implementation proposed, but in no case shall a grant exceed \$100,000 per year.

## Key Financial Management Requirements:

- Maintain proper stewardship of taxpayer dollars
- Maintain effective internal controls and fund accountability procedures
- Expend funds only on activities consistent with the approved application, and only during the approved project period
- Follow cost principles (see 2 CFR Part 200, Subpart E, Cost Principles)
- Follow procurement standards (see 2 CFR 200.318, General procurement standards)
- Costs charged to a federal or state grant must be:
  1. Allowable – either permitted or not specifically prohibited; and necessary for project success
  2. Allocable – expended for a particular purpose or time period that benefits the grant
  3. Reasonable – costs that would be incurred by a reasonably prudent person.

## Funding model

The Arts and Foreign Language Implementation Assistance Grant Program is built upon a declining funding model, which means that during the course of the three-year funding cycle, the award amount will decrease while the district's match expectation will increase. This encourages the district to plan for sustaining the program with local funds beyond the life of the grant cycle. The amount allocated in Year 1 will establish the funding base of 100 percent. In Year 2, funding will decrease to 75 percent of the original award, and in Year 3, funding will decrease again to 50 percent of the original award.

## Match

Recipients of this grant award will be required to provide a match of cash and in-kind donations (e.g., materials, staff time beyond the regular workday, services that would otherwise be a cash expense). The value of in-kind must not exceed 50 percent of the match. Applicants should propose a match based on the grant amount requested; however, the amount of the final match may vary depending on the total funding awarded as follows:

- Year 1: a match equal to 25 percent of the total Year 1 grant received;
- Year 2: a match equal to 50 percent of the total Year 2 grant received; and
- Year 3: a match equal to 100 percent of the total Year 3 grant received.

## Expenditures

Grant funds may be used for expenditures directly related to the delivery of the proposed instructional program, including salaries, professional development, curriculum planning and development, supplies and materials, and necessary technology or equipment, with the following provisions:

- No more than 5 percent of the grant award may be used for general administrative expenses;
- No more than 50 percent of the salaries of staff members who hold educator licensure and who are involved in the program may be paid out of funds under this grant program. Salaries of nonlicensed personnel will not be allowed;
- At least 10 percent of the grant award must be used for professional development of the licensed educators associated with the program, which may include the services of "teaching artists"; and
- Grant awards may be expended in connection with the utilization of community resources to the extent that these directly affect the delivery of instruction or the availability of resources for the instructional program.

Expenditures **may include**, but are not limited to, the following categories:

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

Funds made available under the Arts and Foreign Language Implementation Assistance Grant **may not** be used for the following purposes:

- Fundraising activities;
- Salaries of unlicensed personnel;
- Expenses for 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; and
- College or university tuition;
- International travel.

## **Payment** UPDATED

Applicants approved for funding will receive a grants packet which includes a grant agreement and instructions regarding requirements for claiming the grant. Once all documents have been returned to the IACA and all requirements met, including the completion and filing of all previous fiscal year Final Reports, the grant will be processed and sent to the office of the State Comptroller for payment. The process of issuing payments can take up to six months once sent to the State Comptroller.

# Proposal Overview

The IACA utilizes [eGrant](#), an online application submission system. It consists of form field and the uploading of required attachments. Each component must be complete and submitted in the required format by the deadline. For complete Illinois eGrant instructions go to the [Using Illinois eGrant](#) section of the IACA website.

## How to Apply

- Complete and prepare all required attachments, and save them as PDFs
- Log into Illinois [eGrant](#)
- Complete the electronic Application form in the eGrant system
- Upload all required attachments to the electronic application
- Successfully submit the electronic application form to the eGrant system

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## Application Components

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### 1. Applicant and Program Information

Under this tab provide information on the applicant organization:

- Applicant Name
- Superintendent / Authorized Official
- Program Contact
- Notification Official
- Type of district

And the program to be implemented

- Arts or Foreign Language (Check one)
- Request Amount for FY2019
- Grade levels to be served
- Estimated number of students to be served

### 2. Attachments

Under this tab, upload attachments. Refer to *Proposal Attachments* section for descriptions of each of the following attachments:

- Attachment 1: Narrative
- Attachment 2: Charts
- Attachment 3: Budget
- Attachment 4: Arts or Foreign Language Plan
- Attachment 5: Letters of Support
- Attachment 6: Proof of Not-for-Profit Status

### 3. Certification and Program Specific Terms

Under this tab agree to the certification and program specific terms of the grant.

### 4. Submit

Under this tab submit application to the Illinois eGrant system.

# Proposal Attachments

Refer to the description for each of the following attachments:

- Attachment 1: Narrative
  - A. Proposal Abstract
  - B. Proposal Narrative
- Attachment 2: Charts
  - A. Objectives and Activities
  - B. Evaluation Design
  - C. Sustainability Portfolio
- Attachment 3: Budget
  - A. Budget Summary
  - B. Budget Breakdown
  - C. Match Detail
- Attachment 4: Arts or Foreign Language Plan
- Attachment 5: Letters of Support
- Attachment 6: Proof of Not-for-Profit Status

Each proposal must be submitted in the format outlined in this section. Please use the following as a checklist in assembling your completed proposal. Attachments 1, 2, and 3 have corresponding PDF forms to complete. Attachment 4, 5 and 6 must be submitted as letter sized PDF documents.

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## Attachment 1: Narrative

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Use the Attachment 1 form to respond to each of the following in the order in which they are presented below. Responses should address the three year plan for implementation.

### A. Proposal Abstract

Briefly describe in the order listed the (a) overall goals, (b) objectives and activities, and (c) sustainability plans of the project. This should not exceed 300 words.

### B. Proposal Narrative

**Need:** Describe the planning used to determine the need for the program and the program design. Include evidence that the process meets the requirements listed under “Background and Program Specifications.” Using appropriate documentation, describe the need for the proposed arts or foreign language program to be implemented, to include:

- How the need was determined;

- The status of the current program (e.g., staffing, equitable access, nonexistent programs, changes in recent years); and
- Funding limitations that the district is currently facing.

**Proposed program:** Present an overview of the proposed program to be implemented, responding to each of the following in the order presented below.

- Indicate specific areas of instruction of the arts or foreign language (e.g., visual arts, vocal music, French) to be offered;
- List the full official name of the schools to be involved and provide a rationale for why each was chosen;
- Indicate the expected program outcomes for each year of the grant (e.g., curriculum, staffing, student achievement);
- Describe how the program to be implemented will improve equitable access to comprehensive, standards-based arts or foreign language instruction for those students to be served both during and after the grant period has ended.
- List the licensed educators who will implement the program. Describe the professional development to be provided and how it will meet the needs of licensed educators who will be working with the program; and
- Detail the district and/or school resources (i.e., human and fiscal) that will be available to support program implementation.

Submit this document as a PDF file named:  
ApplicantName\_Att1

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## Attachment 2: Charts

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Use the Attachment 2 form to respond to each of the following in the order in which they are presented below.

### A. Objectives and Activities

Use the form provided to list the objectives and activities being proposed for the three-year grant period (i.e., FY 2019, FY 2020, and FY 2021) in a time-specific format and specifying the year(s) in which each will occur. All objectives must include an explanation of the activity, a timeline for each (with start and completion dates), and person or persons responsible. (If you have more than four objectives, please download and use additional pages of this attachment, as necessary.)

## B. Evaluation Design

Use the form provided to describe in detail the methodology to be used and quantitative and qualitative data to be collected to determine whether the program has been effective.

## C. Sustainability Portfolio

Use the form provided to identify sources of support to sustain program activities. 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 person responsible and the steps that will be taken to ensure that continuation of the program in Years 2 and 3 will be done in an effective and efficient manner.

Submit this document as a PDF file named:  
ApplicantName\_Att2

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## Attachment 3: Budget

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Use the Attachment 3 form to respond to each of the following in the order in which they are presented below.

### A. Budget Summary

This must be submitted on the form provided and in accordance with ISBE's State and Federal Grant Administration Policy and Fiscal Requirements and Procedures [handbook](#). (Refer specifically to Section C: Procedures for Administration of Grants.)

### B. Budget Summary Breakdown

This must be submitted on the form provided and must include descriptions of the anticipated expenditures, correlated to the line items set forth in the Budget Summary.

### C. Match Detail

Using the form provided, indicate the amount of the match for each year of the grant and the proportion of cash and in-kind donations. For in-kind donations, describe in detail the nature of the donation being provided and its estimated value. For any match provided by an outside source, indicate whether the commitment is pending or confirmed. (See the Fiscal Information Section of this RFP.)

Submit this document as a PDF file named:  
ApplicantName\_Att3

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## Attachment 4: Arts or Foreign Language Plan

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Attach a copy of either (1) the action plan completed with the grant previously received from the Planning Assistance Grant Program, or (2) if no previous planning grant was received, then the action plan regarding the arts or foreign language program for which an implementation grant is being sought that the district and/or school completed within the last two years. (See the Background and Program Specification of this RFP for specific plan requirements.)

Submit this document as a PDF file named:  
ApplicantName\_Att4

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## Attachment 5: Letters of Support

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In relationship to Attachment 2C, *Sustainability Portfolio*, attach letters from district, school, parent organizations, board, local cultural or linguistic organizations, business partners, regional philanthropic organizations, and other sources that are committed to providing funds and other resources to help implement and sustain the program. 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.

Submit this document as a PDF file named:  
ApplicantName\_Att5

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## Attachment 6: Proof of Not-for-Profit Status

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**School districts:** submit a letter claiming exemption from the Illinois not-for-profit requirement as school districts are not required to be incorporated in Illinois. This letter must be signed by the Superintendent on the district's letterhead.

**Other applicants:** Submit a copy of proof of Illinois Not-for-Profit Eligibility. Refer to the [Proof of Eligibility](#) page on the IACA website for specific details and verification requirements.

Submit this document as a PDF file named:  
ApplicantName\_NFP

# Criteria for Review and Approval of Proposals

Proposals will be reviewed according to the criteria listed below. The maximum number of points a proposal may earn is 100. It is the intention of IACA and ISBE to fund as many programs as possible that show substantive and sustaining interest in supporting arts or foreign language instruction.

An evaluation committee of experts familiar with arts or foreign language programming will evaluate proposals. IACA and the ISBE reserve the right to negotiate budget amounts and program activities based on readers' comments and staff review and to award grants on the basis of fair and equitable distribution of programs throughout the state.

The decision of the IACA Executive Director and the State Superintendent is final. An appeal of the IACA's decision must be made in writing within 30 calendar days of the date of the notification letter. Appeals are limited to situations in which incorrect information has been used in the panel process, procedural faults have occurred, or new information not available at the time of the panel meeting which, in the opinion of the panel chair, could significantly influence the recommendation is now available. Appeals should be addressed to the IACA Executive Director.

Following the notification of grant awards, an applicant may request reviewer comments by contacting Jerome Grand, Program Director  
Phone: +1 (312) 814-6766  
Email: Jerome.Grand@illinois.gov

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## Criteria

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Selection criteria and point values are as follows:

### 1) Quality of Plan (40 Points)

- A) The proposal demonstrates that the program to be implemented is based on information derived from the planning process.
- B) The proposal identifies the aspects of the program that cannot currently be implemented in the absence of grant funding and demonstrates that plans exist to

ensure the availability or redeployment of resources to sustain the program with declining reliance on state funding.

- C) The proposal demonstrates that teachers with the appropriate educator licensure are available to deliver instruction in the program and that their specific needs are reflected in the professional development that has been chosen.
- D) The proposal demonstrates that the affected students will have systematic access to relevant linguistic, artistic, or cultural resources as an integral part of their participation in the instructional program.

### 2) Sustainability (30 points)

The proposal presents a portfolio of available local resources for which commitments have been identified and/or secured so that the program can be sustained in future years when no further state funding will be provided.

### 3) Need (20 points)

- A) The proposal describes the status of the applicant's instructional programs in the arts or foreign languages, as applicable, and demonstrates that students' access to educational opportunities in this curricular area is limited to an undesirable degree.
- B) The proposal demonstrates that other sources of funding are limited to such an extent that the applicant is unable to conduct or expand the program as proposed without funding from this grant.

### 4) Cost-Effectiveness (10 points)

The scope of the proposed activities is reasonable in light of the amount of funding to be provided, and the project will be cost-effective considering the number of students to be served.

**For general information contact:**

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Visit the [Illinois Arts Council Board Members](#) page on Appointments.Illinois.Gov for a complete list of current board members.



The IACA acknowledges continuous support from the National Endowment for the Arts.

It is illegal for the Illinois Arts Council Agency or anyone receiving assistance from the Illinois Arts Council Agency to discriminate on the basis of, race, color, religion, sex, sexual orientation, sexual harassment, national origin, ancestry, citizenship status, disability, age, order of protection status, marital status, pregnancy, arrest record, military status, and unfavorable discharge from military service. Any individual who has been subject to such discrimination may file a complaint with the Illinois Department of Human Rights at +1 (312) 814-6200 or TTY +1 (312) 263-1570.